

FY 2020 Adopted Budget & Capital and Special Projects Plan



July 1, 2019 – June 30, 2020



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**City of Danville
Virginia**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director



The City of Danville was founded in 1793, chartered in 1830, and is located on the Dan River in the south-central Piedmont region of Virginia. The North Carolina state line forms the city's southern boundary. The city is surrounded on the west, north, and east by Pittsylvania County.

Danville is but a day's drive to almost two-thirds of the nation's population. Danville is located 143 miles southwest of the state capital in Richmond; 80 miles southeast of Roanoke; and 45 miles north of Greensboro, North Carolina. The City covers an area of approximately 44 square miles and has a population of approximately 43,055. According to the consumer price index, Danville and the southern region of Virginia have a lower cost of living compared to other regions in the United States.

The City operates under the council-manager form of government. Policymaking and legislative authority is vested in the City Council, which consists of nine members including a mayor and vice mayor. Council members are elected at large on a nonpartisan basis to serve four-year terms. The elections are held biennially with five members being elected in one biennium and four in the next. Members of the council elect the Mayor and Vice-Mayor from its membership. The City Council is responsible for passing ordinances, adopting the budget, appointing committee and board members, and hiring the City Manager and City Attorney. The City Manager is the chief executive and is responsible for carrying out the policies and ordinances of City Council, overseeing the day-to-day operations of the City, and appointing department heads.



Built in 1926-27, the Danville Municipal Building is listed on both the Virginia Historic Register and the National Register of Historic Places.

The City provides a full range of services including police and fire protection; sanitation services; the construction and maintenance of streets and infrastructure; recreational activities; and cultural events. In addition to the general government activities, the City provides mass transit, water and wastewater treatment, gas, fiber network, and electric services.

The City boasts an abundance of historical landmarks, an excellent variety of recreational and housing opportunities and beautiful, rolling countryside. Rated among the best in affordability and the lowest in housing costs, Danville has received national recognition for adopting innovative strategies in business development.

But history and surroundings are not the only assets Danville has to offer. Believing that a vibrant downtown is vital to the well-being of a community, Danville supports an economically viable commercial district with unique businesses, attractions, restaurants and residential sites to serve and attract citizens and visitors. The River District Redevelopment Project is entering its fifth year and continues to build on the River District's strengths, implement public improvements that will stimulate private investment, support transformational commercial projects, achieve the right mix of land uses and activities, and support the preservation of the district's unique character.



Main Street in the River District

In addition to a strong K-12 public school system and private school options, Danville's education community includes Averett University, Danville Community College and the Institute for Advanced Learning and Research. Recently, the Capstone Integrated Machining Technology program is receiving recognition for its multidisciplinary training for precision machining. The program is a joint venture between the Institute for Advanced Learning and Research and Danville Community College is a vital for both workforce development program and education.



Mountain biking attracts riders from outside the community.

Danville has been recognized nationally as a Playful City. The City is committed to recreation and providing opportunities for play. The Riverwalk Trail takes advantage of Danville's location along the Dan River to give residents an opportunity to interact with the river while using the 9 miles of trail to walk, run, bike, or commute.

One of the longest single track mountain bike trails in the region is located in Danville. Built through a partnership between Southern Virginia Mountain Bike Association and Danville Parks and Recreation, the system offers a variety of trails for multiple experience levels. With twists and turns, climbs and descents, the Angler's Ridge mountain bike trail system and its 35 miles of stacked-loop single-track trails is ranked No. 1 in Virginia and 32nd in the world. Along the trails are plenty of gravity drops, log pyramids, tight switchbacks, moguls, rock gardens and 40 bridges to challenge you as you travel through beautiful woodlands complete with creeks and wildlife.

Danville's diverse neighborhoods represent a unique blend of the best of rural and metropolitan lifestyles. Communities of comparable size seldom offer such a wide variety of housing. Homes in the Danville area ranges from turn-of-the-century Victorian and Edwardian architecture to suburban Williamsburg style homes, country club developments, urban lofts, apartments, and rural farm settings. Danville has small-town charm as well as the assets of a city ready to burst with excitement. It truly is a great place to live, work, and play!



The City Seal was designed by Gloria Nix, a student at George Washington High School, and adopted in 1957. The circular seal is divided into four quadrants representing different aspects of the city. The lamp and books reflect the importance of education. The train, bus, and airplane represent Danville’s position as a regional hub. The textile mill and cotton fields in the top quadrant and the tobacco fields on the bottom quadrant show the two traditional foundations of Danville’s economy: textiles and tobacco. The dates on the seal reflect the date of the founding and the date of incorporation.

Date Settled	1793
Date Incorporated	1830
Area (sq. miles)	44
Form of Government	Council-Manager
Number of Employees (July 2019)	1038

Demographics

Population	43,055
Unemployment Rate (7/2019)	5.5%
Number of Registered Voters (8/2017)	27,221
Median household income	\$32,721
Median home value (owner-occupied)	\$90,800

data.virginialmi.com, Census, Danville Registrar

Largest Employers

- The Goodyear Tire & Rubber Company
- Danville City Public Schools
- City of Danville
- SOVAH Health Center
- Wal-Mart
- Averett University
- Nestle USA, Inc.
- Roman Eagle Memorial Home
- Gretna Health Care Center
- EBI LLC

data.virginialmi.com

Local Taxes

Real Estate	\$0.84 per \$100 of assessed value
Personal Property	\$3.50 per \$100 of assessed value
Business Personal Property	\$3.50 per \$100 of assessed value
Machinery and Tools	\$1.50 per \$100 of assessed value
Aircraft	\$0.30 per \$100 of assessed value
Mobile Homes	\$0.84 per \$100 of assessed value
Meals Tax	6.5%
Transient Lodge Tax	8% + \$2 per night
Short Term Rental Tax	1%

Bond Ratings

Moody's	Aa3
Standard and Poor's	AA-
Fitch	AA-

As of July 2018

Facilities and Services

Miles of streets (approx.)	458
Number of recreation centers	7
Number of parks	11
Number of skate parks	1
Riverwalk Trail distance (miles)	9
Mountain biking trail distance (miles)	35
Number of libraries	2

Public Safety

Number of Fire stations	7
ISO Rating (Fire)	1
Number of Police stations	1

Hospitals

Number of hospitals	1
Number of patient beds	250

Danville Public Schools

Number of Pre-K Centers	2
Number of Elementary Schools	6
Number of Middle Schools	2
Number of High Schools	2
Number of Intermediate Schools	1
Number of Special Program Centers	3

Public Utilities

Sanitary Sewer - Department of Public Works

Miles of sanitary sewer (approx.)	395
Number of Service Connections ¹	16,481

Water - Danville Utilities

Miles of water mains (approx.)	343
Number of service connections ¹	15,791
Number of treatment plants (potable)	1
Number of treatment plants (industrial)	1
Daily average consumption in gallons (potable)	5.43 million gallons
Daily average consumption in gallons (industrial)	0.387 million gallons
Maximum Daily Capacity of plant (potable)	18 million gallons
Maximum Daily Capacity of plant (industrial)	3 million gallons
Reservoir Capacity (potable)	16.55 million gallons
Reservoir Capacity (industrial)	45 million gallons

Natural Gas - Danville Utilities

Number of service connections ¹	14,755
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Power and Light - Danville Utilities

Service Territory Area (sq. miles)	535
Number of service connections ¹	42,071

¹Number of service connections may fluctuate on a daily basis.

Accrual Basis of Accounting

Funds that focus on total economic resources employ the accrual basis of accounting, which recognizes increases and decreases in economic resources as soon as the underlying event or transaction occurs. Revenues are recognized as soon as they are earned and expenses are recognized as soon as a liability is incurred, regardless of the timing of the related cash inflows and outflows.

Appropriation

The legal authority granted by the City Council to expend funds for a specific purpose.

Assessment

The official valuation of property for the purposes of taxation.

Assessed Value

A valuation set upon real or personal property by the City Assessor as a basis for levying taxes.

Audit

Conduct an official financial examination of an organization's accounts.

Basis of Accounting

A term used to indicate when revenues, expenditures, expenses and transfers, as well as the related assets and liabilities are recognized in the accounts and reported in the financial statements.

Balanced Budget

Occurs when the total revenues match the total expenditures for a fiscal year.

Bond

A written promise to pay a specified sum of money (the "principal") at a specified date in the future, together with a periodic interest at a specified rate. The payments on a bond are referred to as "debt service".

Budget

The plan for the acquisition and allocation of resources for a specified purpose.

Budget Message

A general discussion of the proposed budget presented to City Council by the City Manager as a part of or supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years, and presents recommendations made by the City Manager.

Capital and Special Projects Program (CSP)

A five-year plan for completing public capital projects on an annual basis, with tentative beginning and ending dates for each, anticipated costs, and options for financing.

Capital Outlay

Category of expenditures that includes machinery/equipment purchases, furniture/fixtures purchases, communications purchases, motor vehicles and equipment, software purchases, or certain expenditures classified as improvements.

Capital Projects

Large one-time construction/maintenance projects or purchases that are expected to provide services for citizens over a period of time.

Contingency

An estimated amount of funds needed for deficiency, contingent or emergency purposes.

Contribution Other Entity

Category of expenditures that includes contributions to outside organizations.

Cost Allocation

Cost allocation distributes accumulated indirect costs to the programs that benefit from the accumulated cost on the basis of percentages that represent a reasonable and equitable allocation base. A cost allocation plan allows the General fund to recover administrative costs from Enterprise Funds, grants, and other participants (Juvenile Detention).

Current Financial Resources

A measurement that focuses on changes in current financial resources. Here the goal of the operating statement is to answer the question, "What are the transactions or events of the period that have increased or decreased the resources available for spending in the near future?" This is the focus of governmental type funds (the General Fund) and is the reason the modified accrual basis of accounting is used.

Danville-Pittsylvania Regional Industrial Facility Authority (RIFA)

A regional partnership between the City of Danville and Pittsylvania County for the purpose of engaging in joint economic development efforts.

Debt Service

Repayment of City debt, including interest.

Department

An entity with the City organization, established either by State Code or identified need, for the administration of specifically related duties or responsibilities. A Department Head is responsible for the activities or expenditures within that department.

Depreciation

The process for estimating and recording the lost usefulness, expired useful life, or diminishment of a fixed asset that cannot or will not be restored by repairs and must be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to replace the item at the end of its useful life.

Disbursement

A cash payment to an outside party, or a transfer of funds to another accounting entity within the City's financial structure.

Division

For manageability and accounting purposes, some departments are further divided into divisions, which are small units of control in a given service area.

Economic Resources

A measurement focus used to describe the types of transactions and events that are reported in a fund's operating statement. The goal of the economic resources measurement focus is to answer the question, "What transactions and events have increased or decreased the fund's *total economic resources* during the period?" This is the goal of enterprise funds, and hence is the reason they use the accrual basis of accounting.

Employee Benefits

Category of expenditures that include indirect and non-cash compensation paid to an employee such as contributions to FICA, retirement (ERS and VRS), worker's compensation, and expenditures classified as employee services.

Encumbrance

A reservation of funds for an anticipated expenditure prior to an actual payment for an item. Funds are usually encumbered or reserved once a contracted obligation has been entered into for an item, but prior to the cash payment actually being disbursed.

Enterprise Fund

These self-supported funds for city-owned entities are entirely or predominantly financed by user fees. The operation of these self-sustaining funds is accounted for in such a way as to show gains or losses, similar to that of a private enterprise.

Expenditure

The authorized payment of City funds for goods or services. This includes payment for operating expenses, capital improvements, and debt service.

Fiduciary Fund

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and cannot be used to support the government's own programs.

Fiscal Year (FY)

A year long accounting period. For the City of Danville, the fiscal year runs from July 1 to June 30 of the following year.

Full-Time Equivalent (FTE)

Full-time equivalents; the total count of full-time and part-time classified as well as hourly personnel in a department or sub-department. Part-time classified and temporary personnel are shown as a percentage of a full-time position.

Fund

A fiscal and accounting entity with a self-balancing set of accounts, which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance (FB)

Resources, which at year's end, have exceeded requirements and have not been designated for any specific purpose.

General Fund

The general fund accounts for the majority of day-to-day City operations and finances by taxes and revenue.

Geographic Information Systems (GIS)

A geographic information system is a system designed to capture, store, manipulate, analyze, manage, and present spatial or geographic data. GIS applications are tools that allow users to create interactive queries, analyze spatial information, edit data in maps, and present the results of all these operations.

Governmental Fund

Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Grant

A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grant moneys are usually dedicated for specific purposes.

Intergovernmental Revenues

Revenues from other governments, such as the State and Federal government in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

Internal Services

A category of internal service funds that centralize the services for the general government motor pool, print shop, and insurance. These services are provided on a cost-reimbursement basis to the departments utilizing the services.

Internal Services Fund

The internal services fund accounts for the financing of goods and services provided by one fund to another fund on a cost reimbursement basis.

Labor Expense Cross

The cost of public works labor charged to another department.

Maturities

The dates on which the principal or stated values of investments or debt obligations become due and/or may be reclaimed.

Modified Accrual Basis of Accounting

Method under which revenues are recognized when earned, only to the extent they are collectible within the period or soon enough afterwards to be used to pay liabilities of the current period. Similarly, debt service payments and specific accrued liabilities are only recognized as expenditures when payment is due because it is only at that time that they normally are liquidated with expendable available financial resources. Funds that focus on the current financial resources (governmental funds) use the modified accrual basis of accounting.

Non-Categorical Aid: 599 Funds

Funding earmarked for public safety from the State of Virginia for localities with Police Departments.

Other Operating Expenses

A category of expenditures that includes travel and training, general liability insurance, dues and memberships, telephone/internet, office supplies, books and subscriptions, postal service, uniforms, and other materials and supplies.

Operating Expenses

The portion of the budget pertaining to the daily operations that provides basic governmental services.

Personnel Services

A category of expenditures that includes the salaries and wages for employees.

Position

A specified group of duties and responsibilities to be performed by a person employed by the City.

Proprietary Funds

Funds that rely on operating income, changes in net assets or cost recovery, financial positions, and cash flows.

Public Assistance

A category of expenditures that includes Social Service programs.

Purchased Services

A category of expenditures that include services performed by non-city entities for the functionality of a department or division. This can include payments for maintenance service contracts, repair work done by non-city firms, or accounting/auditing services.

Reserve

Funds that have been set aside for a specific purpose or future use.

Revenue

Government income, including, but not limited to, funding from sources such as taxes, permits, fees, licenses, fines, and grants.

Tax Base

The aggregate value of all items being taxed.

Tax Rate

The level of taxation stated in terms of a dollar amount (i.e \$0.84 per \$100 of assessed value) or a percentage of the value of the tax base (5% sales tax).

Transfer Out

General Fund support of other operations.

Unencumbered Balance

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for expenditures.

Virginia Department of Transportation (VDOT)

The Virginia Department of Transportation is the agency of the state government responsible for transportation in the Commonwealth of Virginia. This includes pass-through funding for local projects related to transportation.

Voice Over Internet Protocol (VoIP)

Voice over Internet Protocol, also called IP telephony, is a method and group of technologies for the delivery of voice communications and multimedia sessions over Internet Protocol networks, such as the Internet. The City has transitioned to this technology in many departments, which has realized cost savings.



July 1, 2019

Honorable Mayor and Members of Council:

I am pleased to present to you the Adopted FY 2020 Budget. I wish to thank you for the hard work, diligence, and direction given throughout the budgeting process.

This adopted budget provides the resources necessary to continue basic municipal services while also making additional investments in the focus areas previously identified by City Council:

- Reduce Crime
- Improve Education
- Grow Danville

As was presented early in the budget process, the City Council's focus on these areas has produced significant positive outcomes. This includes dramatic declines crime rates in nearly every category, improved outcomes for students of Danville Public Schools, and several economic development successes in the River District and our industrial parks. Our unemployment rate is the lowest it has been in over 18 years.

This year's budget includes \$2,276,930 of additional funds for Danville Public Schools, which will primarily be used to permanently fund teacher pay increases implemented last year. These pay increases helped the school system fill over 97% of teacher positions before the beginning of the last school year. The budget also includes \$280,000 in additional operational funds and \$260,000 in additional capital funds for the Danville Life Saving Crew to help provide reliable emergency ambulance service to residents. In order to help pay for this increased cost, the following tax increases are included in the budget:

- A four cent increase to the Real Estate Tax, which results in about \$880,000 of increased revenue.
- A 1% increase in the Hotel/Motel Tax and a \$2 per room night occupancy fee, which will bring in an additional \$414,250.
- A ten cent increase to the Personal Property Tax, which will bring in an additional \$150,000

Despite these increases, Danville continues to be a low tax burden community, as was shown in the National Resource Network report presented last July. Danville is about 26% below the average of our peer communities for average household tax payments. This

equates to about \$850 less for the average household. Our real estate remains among the lowest at about 23 cents lower than the state average.

The Adopted FY 2020 General Fund Budget is \$112,642,580, which is 3.75% higher than the previous fiscal year. This includes the City's support of Danville Public Schools at \$22,662,500. The Utilities budgets include expenditures (less depreciation) of approximately \$166.2 million in the Wastewater, Water, Gas, Electric and Telecommunications Funds and 13.2 million for affiliated capital projects of which \$8 Million to be funded with bonds.

It is anticipated that there will be additional revenue growth in local sales and meals tax of \$460,000. The City anticipates \$150,000 additional revenue in Personal Property Tax based on 2018 assessed values. The machinery and tools taxes, building permits, inspection fees, and charges for services are estimated to be flat. State revenues reflect an estimated decrease of \$103,130, of which the majority of the decrease is related to State Telecommunications Tax. This revenue source has shown decreases over the past several years and is related to the decrease in the number of telephone land lines and consumers switching to more cost effective cell phone, cable, and internet services.

Accompanying this document is the City's five-year Capital & Special Projects Plan (CSP). Fiscal Year 2020 provides funding for all funds in the amount of \$13,435,941. Funding sources include current revenues of \$1,354,930 from the General Fund and \$3,759,960 from Utilities; Transfers from Unassigned Fund Balance of \$1,200,000 from the General Fund and \$594,880 from the Gas Fund; \$1,754,807, and \$600,000 of Reprogrammed Funds from the General Fund and Wastewater Fund respectively. Also included in the CSP are projects funded with grants and bond funds. Appropriations for these projects will be recorded when funding is approved by separate appropriation ordinances.

I would like to express my appreciation to our Budget Team and to our Department Directors for a job well done.

Respectfully,

A handwritten signature in black ink that reads "Ken Larking". The signature is written in a cursive, flowing style.

Ken Larking
City Manager

The table shows the changes from the City Manager’s Proposed Budget to the City Council Introductory Budget, which is the version presented for public comment. No changes were made from the City Council Introductory Budget to the Adopted Budget.

	Revenues	Expenditures
City Manager’s Proposed Budget	\$ 112,804,850	\$ 112,804,850
Changes:		
Eliminate Cigarette Tax	\$ (500,000)	
Reduce Support of Transportation		\$ (112,270)
Increase Delinquent P/P Tax (Use of collection agency)	\$ 125,480	
Additional Personal Property Tax Revenues (based on P/P Tax assessment)	\$ 150,000	
Reduce Contribution to RIFA (same as County)		\$ (50,000)
Increase Transfer From Fund Balance	\$ 150,000	
Increase Transfer from Utility funds (based on recovering increases not taken in previous years)	\$ 378,000	
Increase Hotel/Motel Tax by 1% from 7% to 8%	\$ 155,000	
Reduce R/E Tax 4 cent - from 88 cent to 84 cent per \$100 assessed value	\$ (880,000)	
Add \$2 per night occupancy fee (Hotel/Motel) - this is a rough estimate as we do not have access to this data	\$ 259,250	
Total	\$ 112,642,580	\$ 112,642,580



FY 2020 City Manager's Proposed Budget

Honorable Mayor and Members of Council:

Pursuant to Chapter 8, Section 8-6 of the City Charter, I am pleased to present this proposed Fiscal Year 2020 Budget for your review and consideration.

This recommended budget provides a financial plan for the ensuing fiscal year and was developed in accordance with sound fiscal policies. Our budgeting process requires that municipal departments justify every line item and propose not more, or less, than is needed to serve the public at Council-authorized levels. The principles used to develop this budget are:

- Basic City services are continued with funding at adequate levels.
- Revenue projections are estimated at realistic, conservative levels.

This year's budget also includes recommendations from the Multi Year Planning Committee on initiatives that will allow Danville to continue to invest in the City Council's identified focus areas and move toward closing the long-term structural deficit identified by the National Resource Network last year.

Major Fund Highlights

The total proposed budget for FY 2020 is \$282,853,110 for operations, capital and debt service, which includes all funds minus inter-fund transfers. This is \$6,863,450 less than the current budget of \$289,816,560 – a 2.4% decrease.

Utility Funds

The total Utility Department budget, which includes Electric, Gas, Water, Sewer, and Broadband is \$171,082,890. This is \$11,346,530 less than the current budget of \$182,429,720. There is a projected natural gas rate decrease of 4%. The average residential gas customer will see a 4.7% decrease in their bill. In addition, there is a \$0.20 per cubic foot sewer rate decrease that is offset by a water rate increase of the same amount, which, when combined, would have zero impact on utility bills for customers who have both water and sewer service – the vast majority of our customers.

General Fund

This year's proposed General Fund Budget is \$112,804,850, which is \$4,233,890 more than the current budget of \$108,570,960. Nearly all of this increase is related to three specific items – an additional \$2.3 million for Danville Public Schools to help fund

the teacher pay increases implemented with one-time carry-forward funds in the current fiscal year; \$1,327,670 related to moving Danville Utilities Customer Service from the Utility Fund to the General Fund; and an additional \$280,000 for the Danville Life Saving Crew. This recommended budget continues the practice of using fund balance to pay for a large portion of economic development initiatives. This year, that amounts to about \$1.9 million.

Multi-Year Financial Forecasting

Last year, the City Council adopted a change in their financial policies that required the use of multi-year financial forecasting when developing the budget. Over the past several months, the Multi Year Financing Committee, which includes two council members, has met to find ways to close the long-term structural budget gap that was shown when the National Resource Network presented the results of their study in July 2018. At the time, the forecast showed the unreserved fund balance decreasing to \$6 million in FY 2023 and in violation of the policy on fund balance even sooner - by FY 2021.

The goal of multi-year financial forecasting is to help Council make wise and strategic decisions that will put Danville on a sustainable fiscal path. In order to attract middle class families to our community, Danville must be able to deliver government services as efficiently as possible while making strategic investments in the long-term sustainability of the community. These include investments in the three Council-identified priority areas of creating a safe community, improving public education, and growing the economy.

People do not make choices about which community to live in based solely on having the lowest tax rates and having balanced budgets. New residents mainly choose to live in a community because there is economic opportunity and quality of life amenities that make it attractive.

Over the past several months, staff, with the help of the Multi Year Finance Committee, reviewed all the cost-saving measures suggested in the National Resource Network plan and have either implemented changes or taken steps to make changes. The following are examples of cost saving measures undertaken that had an impact on the recommended budget:

- Health Insurance Plan Design Changes – eliminated projected cost increase (\$879,409)
- Dependent Eligibility Verification Audit nearly complete – We anticipate \$200,000/year in premium savings
- Employee Health Clinic – A site has been selected and will be open by the end of this fiscal year. Premium savings will be realized in future years.
- Reduction in public safety salary costs – due to retirement - \$353,684/year
- Fire – Eliminate funding for six Kelly shift positions - \$234,570/year
- Police – Consolidate Span of Control – Reorganization of the Police Department by reclassifying three captains and one lieutenant to sergeants (following retirements) - \$58,000/year

- Create Tiered Retirement System – Beginning July 1, newly-hired employees will share in the cost of their retirement. By FY 2024, the savings could be as much as \$670,000 per year and would continue to increase by as much as \$120,000 each year into the future.

If City Council adopts this recommended budget as presented with the preceding cost-cutting measure and moderate revenue increases, the projected unreserved fund balance in FY 2023 would increase by 12.6 million from the National Resource Network prediction to \$18.6 million. The following describe recent and proposed efforts to make strategic investments to make Danville a desirable community for middle class families.

Focus Areas – Investing in Danville’s Future

The City Council Focus Areas continue to be as follows:

- Reduce violent crime
- Improve education in Danville Public Schools
- Grow Danville

Reducing Violent Crime

Over the past several months, the City has taken several steps to reduce crime and our intention is to continue to push new initiatives with the goal of making Danville a family-friendly community again. This includes:

- Establishment of an office of gang prevention staffed by the Youth and Gang Prevention Coordinator.
- Enhanced retirement benefits including a higher multiplier and a reduction in the retirement age to help attract and retain police officers and fire fighters
- Increased focus on community policing through neighborhood walks, coffee with a cop, additional presence in schools, among other activities

This recommended budget includes \$1,553,125 to pay for additional initiatives:

- A \$280,000 increase in the contribution to the Danville Life Saving Crew, which would be paid for with the implementation of the Cigarette Tax
- \$260,000 to pay for renovations to the Northside EMS Station, which will be paid for with bond proceeds
- Funds for an additional animal control officer
- \$236,952 to pay for upgrades to police equipment, including:
 - Continued expansion of the closed circuit television system
 - TASER and Body Worn Camera Upgrades /Replacement
- \$43,000 for pay supplements in the Commonwealth Attorney’s Office to compensate for additional workload related to reviewing body-worn camera footage
- \$700,000 for fire apparatus and equipment replacement

Improving Danville Public Schools

Last year, City Council approved a change in the budget ordinance to allow Danville Public Schools to retain over \$2 million in carry-forward funds to be used to fund raises for teachers. The impact of this investment includes increasing the number of licensed teachers in the classroom from about 89% to 97.2%. As a result, our students are receiving higher-quality instruction and now have a better chance for success during their schooling and upon graduation. This is a critical investment that will play a key role in improving school performance and accreditation.

The \$2 million in carry-forward funds were one-time funds that cannot be relied upon to continue the teacher pay increases, and it is now necessary to find a sustainable revenue source. This recommended FY 2020 budget includes \$2.3 million in additional funding for schools, bringing the total to \$22,662,500. This is an increase of 11.2% over the previous year. The budget also includes a provision to allow Danville Public Schools to retain any unspent funds at the end of the current fiscal year to use toward expenses next year. This will again be a one-time fix that will need to be addressed with sustainable funds in the FY 2021 budget.

The recommended budget also includes \$2 million in bond proceeds to be used by Danville Public Schools to pay for capital expenses like roof and HVAC equipment replacements and other building repairs.

Grow Danville

For the past several years, the City has taken bold action to attract businesses and industry to our community and region. This includes investing in industrial recruitment, retention and expansion through incentives, and workforce development. It also includes efforts to revitalize neighborhoods and a focus on our award-winning River District, which has made Danville attractive to residents, businesses, and visitors alike.

During one of the Multi Year Financing Committee meetings, members asked about the impact of our economic development program. A comprehensive analysis of the current status of our economic development efforts showed a solid return on investments.

For the five years between 2013 and 2018, 43 performance agreements were signed by companies locating in Danville. The City agreed to fund about \$7.2 million in grants and incentives, which has resulted in almost \$130 million in capital investment. It also included a commitment by the companies to hire 637 new full time positions and 79 part time positions. The return on investment for these projects varies by type of grant, and most of these are still within their performance periods. However, based on current trends, we expect to break even through direct tax revenues on all these projects in 2024. This does not include any indirect economic benefit related to the new positions created in our community and their spending.

Danville has an award-winning River District thanks to targeted investments aimed at improving downtown and encouraging private investment. An aggressive industrial recruitment program has brought in large employers to our City and region. Continued investments in the Riverwalk Trail, our parks, and public spaces in the River District like the Crossing at the Dan, Main Street Plaza, and streetscapes, have improved quality of life for residents and visitors to our City.

The present and past leaders of our City deserve to be congratulated for all the effort put forth, which led to these successes. However, more must be done to sustain this success and restore Danville's status as a great place to raise a family and grow a business.

In order to continue with this success, the proposed budget includes:

- \$1,350,000 for River District projects
- \$100,000 for international recruitment of industrial prospects
- \$400,000 to continue the City's comprehensive blight removal program
- \$195,530 for park improvements
- \$50,000 for gateway corridor improvements

Budget Challenges

The recommended budget could fund all basic city services at current levels with no need for additional revenue. However, the nearly \$2.56 million in additional costs related to the increase for DPS and DLSC could not be funded without an increase in revenue. Therefore, this budget includes an eight-cent increase to the current 80-cent tax rate to 88 cents per \$100 valuation. This is projected to generate an additional \$1.76 million toward the \$2.3 million increase for schools.

I have three main reasons for recommending the tax rate increase for schools:

1. Danville needs to grow its population if it is ever going to be truly successful in economic development and that won't happen if our public school system continues to struggle. This will impact the quality of the workforce coming out of schools and moving to the area that is necessary to attract business.

2. Danville significantly lags behind in per pupil spending as compared to our peer cities. The long-term lack of insufficient funding for schools has impacted their ability to achieve success. It is reasonable for DPS to expect to receive the same resources our peer city school systems receive. Our kids are just as deserving. This increase provided the funding to let DPS implement a highly competitive teacher pay plan that has led to nearly every classroom led by a licensed professional educator. Parents don't want their kids taught by long term substitutes who often lack the training to prepare students for their future.

3. Our population will continue to decline if we don't build a school system that attracts middle class families. This will further impact demand on housing, driving down property values, and creating blight as older generations pass on and their children and grandchildren move to more prosperous areas. The best way to increase demand for housing is to give middle class families a reason to move here and their children a reason to stay here when they start their own families. If we gain a reputation as a community committed to investing in education by building an outstanding school system, housing demand (and values) will go up.

The proposed eight-cent tax rate increase, coupled with a push for a 1% local option sales tax for infrastructure like recently approved for Halifax County, would result in high-quality facilities staffed by high-quality instructors, and will lead to better outcomes for our kids and our community. Even if implemented, Danville will still be among the lowest tax burden communities in the state.

The budget also includes a 30 cent per pack tax on cigarettes, which is projected to generate \$500,000 annually, when fully implemented. It will be used to fund the \$280,000 increase for the DLSC with any additional revenue directed to DPS.

In addition, in an effort to pay for economic development grants and incentives out of current revenues, the budget includes a 10-cent personal property tax increase, which is expected to generate \$150,000 in the first year and \$300,000 in subsequent years. These funds will be used to reduce the amount of unreserved fund balance typically budgeted to pay for these costs.

This increase in funding in the education and public safety categories enable Danville to continue progress in implementing City Council's goal of making Danville an attractive place for middle class families.

- The \$2.3 million in additional funds for Danville Public Schools will help DPS continue to pay for the teacher salary increases implemented last year with one-time carry-forward funds. This budget proposes to use an eight-cent real estate property tax increase to generate \$1.76 million of that increase. Another \$220,000 will come from the implementation of a 30 cent per pack tax on cigarettes, which is projected to raise \$500,000. The remaining \$300,000 is funded by cost-cutting measures described previously.
- The \$280,000 increase to the contribution for the Danville Life Saving Crew will help that organization continue its ability to provide ambulance service to the City. It will be funded by the remainder of the revenue generated by the cigarette tax.

- For the past several years, much of the City's economic development program has been paid for with fund balance. The Multi Year Planning Committee recommended implementation of a 10 cent per year increase in the personal property tax rate to help reduce the reliance on fund balance and improve the City's five year financial forecast. This will generate \$150,000 in the first year, since it will begin in January 2020. In subsequent years, it will generate \$300,000 per 10-cent increase.

Impact of Proposed New Revenues on Residents

In July of last year, the National Resource Network presented an analysis of Danville's tax burden when compared with other localities in Virginia. It stated that, "A Danville household earning the median household income pays \$900 less (34.4 percent less) than the median household tax burden in peer communities, largely due to the City's relatively low property taxes." Furthermore, "Danville residents' low tax burdens are largely due to the competitiveness of City's tax structure, not to the region's lower prevailing income levels. A household earning a set income would pay 27.7 percent less in taxes if they lived in Danville compared to the median of other peer cities."

The proposed eight-cent real estate tax increase would result in a \$72 yearly increase for the average Danville home, which is valued at \$90,000. This is \$6.00 per month. The average real estate tax rate for Danville's peer cities is \$1.13 per \$100 valuation.

The ten-cent increase to the personal property tax would result in an average \$12.60 increase in taxes for a typical family vehicle valued at \$15,000. Under the current rate, Danville's personal property tax burden for households making between \$25,000 and \$50,000 per year is about \$13 less per year than the average of peer cities. The difference increases to about \$30 for households with higher incomes as compared to peer cities.

The implementation of a 30-cent per pack tax on cigarettes would put the total state and local tax on cigarettes at 60 cents per pack. In North Carolina, the total tax is 45 cents per pack. When combined with the disparity in sales tax rates between Virginia and North Carolina, the price of a pack of cigarettes purchased in Danville would be on par with what customers pay in North Carolina.

The proposed rates will continue to keep Danville competitive in taxes and fees and enables the City to continue to make key investments in areas that will lead to increased competitiveness in the City Council's identified focus areas: reduce crime, improve education, and grow Danville.

Budget Highlights

The following sections are highlights of the various funds.

General Fund

The total proposed FY 2019 General Fund budget appropriation is \$112,804,850. This is \$4,233,890 (3.9%) more than the FY 2019.

FY 2020 General Fund Revenue - Major Changes

	FY 2019 Adopted Budget	FY 2020 Proposed Budget	Increase (Decrease)
General Property Taxes			
Real Estate Taxes (Current & Delinquent)	\$ 17,690,000	\$ 19,593,750	\$ 1,903,750
Personal Property Taxes (Current & Delinquent)	11,450,000	11,700,000	250,000
Machinery & Tools (Current & Delinquent)	1,395,000	1,606,000	211,000
All Other General Property Taxes	1,556,420	1,593,720	37,300
Other Local Taxes:			
Local Sales Taxes	8,850,000	9,150,000	300,000
Business & Occupational Licenses	5,200,000	5,200,000	-
Prepared Meals Taxes	8,240,000	8,400,000	160,000
Hotel & Motel Room Taxes	960,000	1,100,000	140,000
Cigarette Taxes	-	500,000	500,000
All Other Local Taxes	3,131,000	3,228,400	97,400
License, Permits, Privilege	252,950	228,970	(23,980)
Recovered Cost	5,967,800	8,008,160	2,040,360
Charges for Detention	3,067,210	2,853,580	(213,630)
State Revenues:			
Social Service Programs/Administrative Reimb	7,498,580	7,511,600	13,020
Non-Categorical Aid	5,973,000	5,772,700	(200,300)
CA State Shared Revenues (Constitutional)	5,124,990	5,174,940	49,950
Other Revenue Areas	19,068,110	19,283,030	214,920
Total Revenues	\$ 105,425,060	\$ 110,904,850	\$ 5,479,790
Transfer From Reserved Fund Balance	386,250	-	(386,250)
Transfer From Unreserved Fund Balance	2,759,650	1,900,000	(859,650)
Total Revenues and Transfer from Fund Balance	\$ 108,570,960	\$ 112,804,850	\$ 4,233,890

Revenues

This year's budget includes projected increases in General Fund Revenues for most major revenue categories. The following is a more detailed description of each source:

- **Real Estate Taxes** – There is no increase in real property valuation; however, a Real Estate Tax Rate increase of 8 cents per \$100 of valuation is proposed. This increase is estimated to provide \$1,760,000 additional revenue and is proposed to fund the increase to Support of Schools. The delinquent real estate reflects an increase of \$143,750. The City has had a very aggressive effort to collect delinquent taxes.
- **Personal Property Tax** – This budget proposes a \$0.10 tax rate increased from \$3.50 to \$3.60 per \$100 valuation effective January 1, 2020 with the first half of this increase estimated to provide \$150,000 additional revenue. This revenue increase is proposed to reduce the City's transfer from unreserved fund balance for Economic Development Incentives and projects.
- **Machinery & Tools Tax** – This revenue reflects natural growth in the amount of \$210,000.
- **Other Local Tax Revenue** – Local sales, meals, and hotel/motel room tax revenues are good indicators of local economic vitality. Tax receipts for sales, meals, bank stock, and hotel/motel taxes each are projected to increase in \$300,000 for sales, \$160,000 for meals tax, \$100,000 for bank stock taxes, and \$140,000 for hotel/motel taxes.
- **Recovered Costs** – The Customer Service activity in the Electric Fund has been transferred to the General Fund, Finance Department. The General Fund Recovered Costs reflects the Electric Funds transfer to the cover these costs in the amount of \$1,327,670. The balance of the increase reflects the annual increase based on the cost allocation report.
- **Transfer from Fund Balance** – The proposed budget recommendation includes \$1,900,000 in transfers from the unreserved balance of the General Fund for funding economic development incentives and projects. More information is included in the expenditure section below. Funding for repayments to the Tobacco Commission were completed in FY 2019 and is reflected as a decrease of \$386,250.
- **C/A State Shared** – The State Legislature is proposing a 2% COLA for State employees including constitutional offices. The increase is reflected in this revenue category for the State's portion of expenditures. The State funds each Constitutional office based on formulas for each office. Salaries, FICA, and a portion of VRS retirement is reimbursed. The State does not fund any operating costs.
- **Non-Categorical Aid – State** – The decrease in the amount of \$200,000 reflects the continued decrease in the State Telecommunications Tax. This is due to

consumers disconnecting their telephone land lines and seeking less expensive cell phone services.

- **Charges for Detention** – The decrease in this category is based on estimates received from the State.

FY 2020 General Fund Expenditures - Major Changes

	FY 2019	FY 2020	Increase
	Adopted Budget	Proposed Budget	(Decrease)
Salaries & Benefits:			
Salaries & Wages & FICA	\$ 40,880,380	\$ 41,929,870	\$ 1,049,490
Salaries & Wages - Adjustments	694,710	694,490	(220)
Salaries & Wages-Attrition	(700,000)	(934,570)	(234,570)
Employees Retirement System	3,061,550	3,036,400	(25,150)
Virginia Retirement System	607,780	695,960	88,180
Group Health Insurance	8,626,800	8,485,000	(141,800)
Health Clinie	-	595,000	595,000
Workers Compensation	985,000	860,000	(125,000)
Other Operating Expenditures:			
Outside Purchased Services	1,257,130	1,376,230	119,100
General Liability Insurance	600,900	644,340	43,440
Danville Life Saving	80,000	360,000	280,000
Maintenance Service Contracts	1,649,040	2,113,210	464,170
Chamber of Commerce	32,200	67,200	35,000
Credit Card Charges	-	155,000	155,000
Materials & Supplies	514,850	607,040	92,190
Uniforms & Apparel	187,490	238,040	50,550
Cost Allocation	1,352,820	1,537,440	184,620
Machinery & Equipment	774,090	661,580	(112,510)
Debt Service	5,023,000	5,200,190	177,190
Contingency Appropriation	264,970	214,200	(50,770)
Transfers To/From Other Funds:			
Support of Capital Projects	3,775,380	2,674,930	(1,100,450)
Transfer to RIFA	308,690	422,490	113,800
Economic Development Incentives	1,000,450	700,000	(300,450)
Support of Schools	20,385,570	22,745,570	2,360,000
Transfer Out to Transporation Fund	282,900	376,900	94,000
Refunds	386,250	-	(386,250)
All Other Expenditures	16,539,010	17,348,340	809,330
	\$ 108,570,960	\$ 112,804,850	\$ 4,233,890

Health Insurance/Health & Wellness Center – Plan design changes and re-evaluation of the premium contribution strategy for health insurance resulted in a flat renewal rate for the City’s portion of health insurance. The health and wellness center is scheduled to open the fourth quarter of fiscal year 2019. Over time, the implementation of this center is expected to reduce future insurance costs as employees and eligible dependents utilize it for primary and urgent care services, lab services, chronic disease management, and health and wellness coaching.

Economic Development Incentives – Economic development incentive payments to our clients reflect a decrease of \$300,450 from FY 2019 levels.

Refunds (Tobacco Commission) – This liability was met in the FY 2019 Budget; therefore, no additional repayments are needed. The City had set aside Reserved Fund Balance to cover these repayments.

Support of Capital Projects – This budget reflects a decrease of \$1,100,450 in General Fund Support of Capital Projects. The portion funded from current operating revenues decreased \$540,790 and the transfer from fund balance for projects decreased \$559,650. Projects include economic development projects, River District improvements, firefighting apparatus replacement, police department equipment, Information Technology upgrades, Parks and Recreation improvements, Public Works capital maintenance for buildings, and engineering and street projects. See the Capital Improvements Plan for detailed information.

Transfer to Schools – The City’s support of schools reflects an increase in the amount of \$2,276,930. Council approved in FY 2019 carryforward of unexpended funds up to \$2,000,000 to provide raises for all staff. The increase for FY 2020 provides continued funding for these increase as well as additional increases requested by Schools for FY 2020. This budget proposes an 8 cent increase in the real estate tax rate and \$220,000 of the proposed 30 cent cigarette tax to provide this request.

Employee Retirement System – See “All Funds” Section

Pay-for-Performance Salary Increase – See “All Funds” Section

All Funds

Pay-for-Performance Salary Increases – This budget provides for continued funding of the Pay-for-Performance salary increases. At the end of the current fiscal year, employees will be evaluated against established performance standards and given pay increases based on their performance. Employees on probation or with less than one year of service to the City are not eligible for a performance increase. The Proposed FY 2020 Budget includes funds for an average 2% pay-for-performance salary increases pending City Council approval of the budget. Each fund will be impacted as shown on the chart below.

Pay-for-Performance by Fund

Fund	Amount Budgeted
General Fund	\$ 715,440
Less:	
Social Services State Funding & JDF Partners Reimbursement	(87,330)
Net To General Fund	\$ 628,110
VDOT	61,410
Central Collections	2,330
Motorized Equipment	20,420
Mass Transit	26,890
Sanitation	22,900
Cemeteries	9,810
Wastewater	13,680
Water	34,690
Gas	29,810
Electric	111,100
Telecommunications	2,900
Totals	\$ 964,050

Salaries for Social Services and the Juvenile Detention Facility receive partial funding from the State and the Juvenile Detention partners. The General Fund total above reflects the total cost of the salary increase and reduced by the State and Juvenile Detention partners portion of the increase.

Employee Retirement System – In FY 2019, City Council voted to increase the public safety retirement benefit rate from 2% to 2.2%, as well as lowering the minimum age and service requirements to 50 and 25 years of service. This change became effective on September 1, 2018. To address the increased costs of the enhanced public safety benefits, the City increased the contribution rate on behalf of public safety employees from 12.089% to 18.619% beginning September 1, 2018. This rate increase was based on plan assets as of June 30, 2017.

The net position of the Employee Retirement System increased \$7,064,982 during FY 2018. This increase has allowed the City’s recommended contribution rate to decrease for FY 2020.

	Current Rate <u>FY 2019</u>	Actuary Recommended <u>FY 2020</u>	Proposed Rate <u>FY 2020</u>
General Employee	7.756%	6.315	5.315
Public Safety	18.619%	17.089%	16.089

Retirement System Cost Decreases

General Fund	\$ 755,700
VDOT	23,910
Central Services	780
Motorized Equipment	8,290
Transportation	11,040
Sanitation	9,180
Cemetery	3,200
Wastewater	5,580
Water	11,330
Gas	10,300
Electric	72,320
Telecommunication	1,270
Total	\$ 912,900

Personnel Changes – The table below details requested changes to the Authorized Positions for all funds.

Department/Office/Position	No. Full-time Positions added	No. Full-time Equivalent Positions reduced	Net Increase	Budgetary Impact
Police Department				
Animal Control Officer	1	0.0	1.0	\$ 40,000
Telecommunications				
Broadband Network Engineering Tech	0	1.0	-1.0	\$ (58,000)
Total increased Authorized Positions	1	1.0	0.0	

The Police Department is requesting City funding for one additional Animal Control Officer. The department previously employed two full-time animal control officers and dropped to one position in 2011 with the downturn in the economy. Police officers collectively filled the position of the second officer; however, this configuration is time consuming when officers are required to park a police car and pick up the ACO vehicle. ACOs receive a higher level of training in handling animals than regular officers. Animal control requests often stack up and are not addressed in a timely manner when the current ACO is off duty. A second ACO would improve coverage, add to the efficiency in the handling of animal control calls, and increase the amount of time officers are available to answer police-related calls.

Telecommunications is eliminating a Broadband Network Engineering Tech.

Debt Service – General Fund (tax supported) debt as of June 30, 2018, was \$45.5 million, with debt service payments averaging \$4.79 million over the next five years, including debt for schools. The table on the following page shows debt service requirements for each fund.

The City maintains the following standards to ensure a higher level of security than afforded by State standards:

- Debt to Assessed Value – General Fund tax revenue will not exceed 3% of total taxable assessed value of property within the City limits. As of June 30, 2018, tax supported debt was 1.63% of the total taxable value of property.
- Debt Service to Expenditures – Debt service paid from general tax revenue will not exceed 10% of total General Fund Expenditures. As of June 30, 2018, tax supported debt service was 4.48% of General Fund Expenditures.
- Debt Payout Ratio – The City will structure bond issues to maintain an overall 10-year payout ratio of not less than 60%. As of June 30, 2018, the City's

overall payout ratio was 70% (67.5% General Fund and 71.7% Proprietary Funds).

The Chart on below shows the changes in debt service from FT 2019.

Changes in Debt Service

Description	FY 2019 Adopted	FY 2020 Adopted	Incr (Decr)
General Fund			
General Government Bonds (Principal & Interest)	\$ 2,315,250	\$ 2,608,000	\$ 292,750
Juvenile Detention Bonds	563,490	291,360	(272,130)
Social Service Building Bonds	102,970	49,150	(53,820)
School Bonds (Principal & Interest)	2,038,690	2,246,680	207,990
City Share of RIFA Bonds	440,450	247,488	(192,962)
IDA Bonds	647,370	647,255	(115)
Fiscal Agent Fees	2,600	5,000	2,400
General Fund Total	\$ 6,110,820	\$ 6,094,933	\$ (15,887)
Utilities			
Wastewater Fund			
Bonds	\$ 1,207,400	\$ 854,410	\$ (352,990)
Water Fund	1,064,110	915,940	(148,170)
Gas Fund	292,420	268,730	(23,690)
Electric Fund	4,310,050	4,490,960	180,910
Utilities Total	\$ 6,873,980	\$ 6,530,040	\$ (343,940)
Other Funds - Bonds			
Mass Transit Fund	\$ 120	\$ 120	\$ -
Motorized Equipment Fund	3,550	3,540	(10)
Sanitation Fund	88,020	81,730	(6,290)
Other Funds Total	\$ 91,690	\$ 85,390	\$ (6,300)
Total All Funds	\$ 13,076,490	\$ 12,710,363	\$ (366,127)

The preparation of the City Manager's Proposed Budget is complete. I, along with the Department Directors, will now work with you, the City Council, to review what we have developed, and mold it into a City Council Proposed Budget, which is scheduled to be shared with the Public by April 30. Public input will be actively encouraged in May and June before a final budget is adopted and associated funds appropriated by June 30th.

I am grateful to our budget team for its hard work getting to this point. City staff stands ready to assist Council throughout the remainder of the budget process. We are all ultimately accountable to the citizens in providing needed municipal services and facilities in an effective and efficient manner.

Respectfully,

A handwritten signature in black ink that reads "Ken Larking". The signature is written in a cursive, flowing style.

Ken F. Larking
City Manager



CITY OF DANVILLE, VIRGINIA

CITY COUNCIL

Alonzo L. Jones – Mayor
J. Lee Vogler – Vice Mayor

James B. Buckner
L.G. “Larry” Campbell Jr.
Gary P. Miller, MD
Sherman M. Saunders

Fred O. Shanks III
Adam L. Tomer
Madison R. Whittle

LEGISLATIVE STAFF

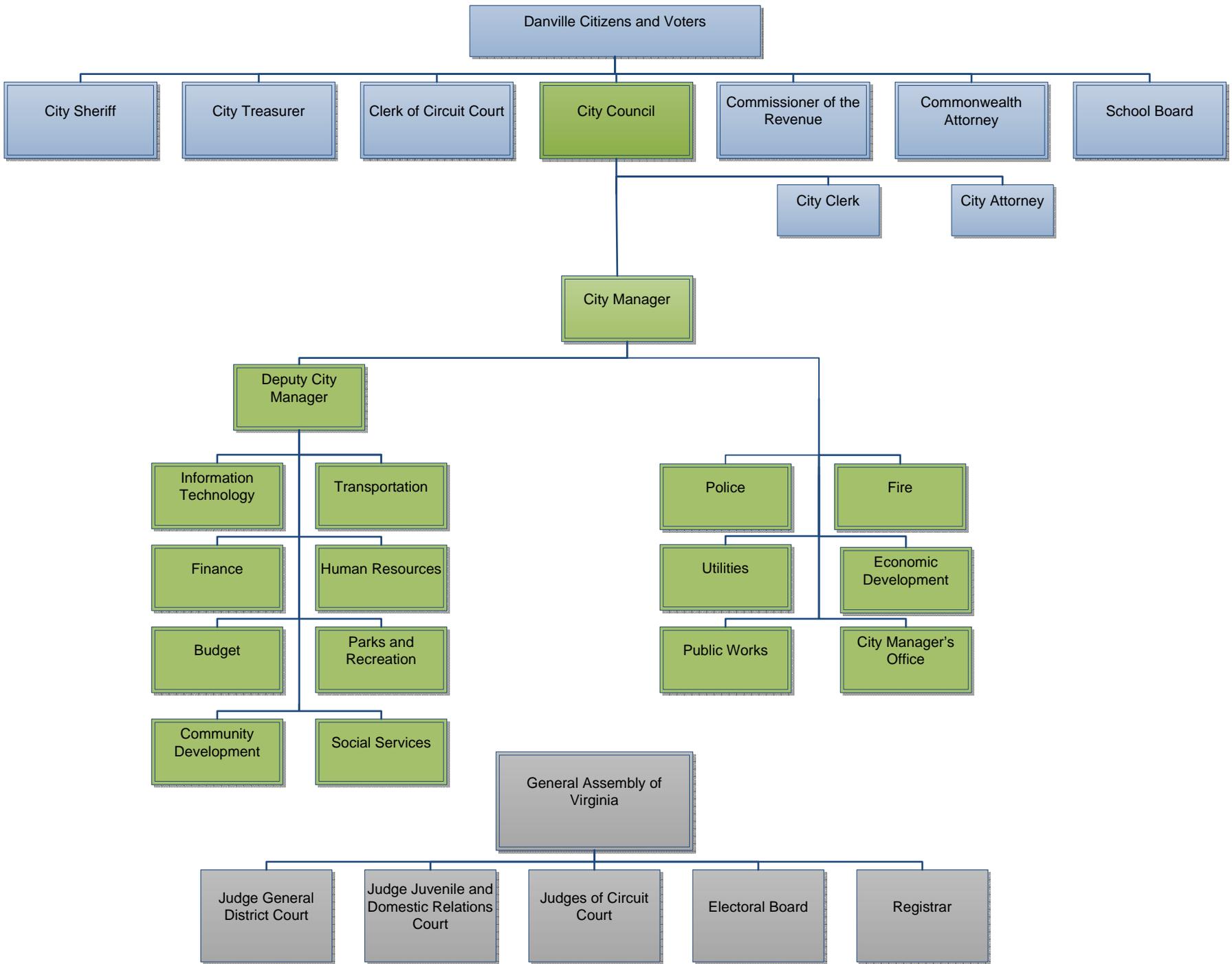
W. Clarke Whitfield, Jr.City Attorney
Susan M. DeMasiCity Clerk

CITY LEADERSHIP

Kenneth F. LarkingCity Manager
Earl B. Reynolds Jr.....Deputy City Manager
Marc D. Adelman.....Director of Transportation Services
Michael Adkins.....Director of Finance
Scott C. Booth... ..Chief of Police
Richard I. Drazenovich..... Director of Public Works
David R. Eagle..... Fire Chief
Jason C. Grey..... Director of Utilities
Kenneth C. Gillie Jr.....Director of Community Development
John L. Moody..... Director of Social Services
Inez J. RodenburgDirector of Information Technology
William O. SgriniaDirector of Parks and Recreation
Telly D. Tucker... ..Director of Economic Development
Sara B. WellerDirector of Human Resources
Cynthia L. ThomassonBudget Director

CONSTITUTIONAL OFFICERS

Michael S. Mondul.....City Sheriff
Michael J. Newman.....Commonwealth Attorney
Gerald A. Gibson..... Clerk of Circuit Court
James M. Gillie..... Commissioner of the Revenue
Sheila Williamson-Branch.....City Treasurer





City Council Focus Areas

During a City Council Retreat in October 2016, the City Council developed three focus areas that require immediate attention by City Council, staff and community partners in order to transform Danville into a safe, strong and thriving community with opportunities for residents to achieve economic success and personal fulfillment. The focus areas are as follows:

1. Implement Long and Short Term Strategies to Reduce Violent Crime.
2. Strengthen the working relationship with the School Board for the purpose of improving education in City Schools.
3. Grow Danville.

Focus Area #1 - Implement long and short term strategies to reduce violent crime.

Police-Focused Efforts

- Establish a Gang Task Force consisting of representatives from the Danville Police Department, Danville Commonwealth Attorney's Office, Danville Sheriff's Office, W.W. Moore Juvenile Detention Home, Probation and Parole Office, Danville Adult Detention and Danville Public Schools. The Task Force will be expected to share information, implement strategies and coordinate efforts designed to curb the growth and activity of gangs.
- Increase funding support to the Danville Police Department's informant fund to adequately compensate individuals who wish to share critical violent crime information.
- In addition to continuing existing community policing efforts, the Danville Police Department will implement additional evidence-based community policing strategies and techniques that are applicable to our community and that will have both long and short term impact on crime reduction.
 - Develop a housing incentive program available to police officers who choose to live in targeted neighborhoods.

- Expand beyond the Green Street precinct to develop a fixed presence in at least two at risk neighborhoods.
- Improve police visibility by incorporating highly visible patrols in targeted areas to include foot beat, bicycle, motorcycle and automobile patrol.
- Develop a public advertising campaign about the need for responsible firearm ownership to reduce the number of stolen firearms.
- Expand the use of technology to enhance the effectiveness of crime detection and suppression.
 - Enhance the Community Crime Map for further transparency.
 - Fund the civilian position of Crime Analyst when grant funds expire and consider the addition of a second crime analyst.
 - Fund a civilian position of Property and Evidence technician to more effectively manage all firearm related evidence to enhance prosecution possibilities.
 - Expand use of fixed video surveillance in key intersections and high crime areas.
 - Fund the acquisition of a gunshot detection system in high crime areas.
- Implement an alarm reduction program to reduce the amount of time officers spend handling false alarms in order to focus attention on crime prevention and suppression. This can be accomplished either by privately contracting the program or funding a civilian position to manage it internally.
- Provide funding for additional, fully equipped patrol vehicles which would be utilized to provide increased patrol when necessary to protect public safety.

Other Efforts

- Immediately develop a Youth Services Task Force consisting of professionals from local youth-serving agencies, Social Services, Danville Public Schools, and citizens to create recommendations for serving at-risk youth before they get involved in criminal activity.
- Continue working to eradicate devastating property blight, deterioration, decline, and abandonment that are undermining Danville's neighborhoods.
 - Proactively enforce the City's property maintenance code, including effective response to public complaints and rigorous implementation of provisions relating to vacant and blighted structures, graffiti, accumulated trash, overgrowth and weeds, inoperative vehicles, right of way encroachment, hazardous trees, and automobile graveyards and junkyards.
 - In order to promote compliance with health and safety standards and reduce substandard conditions in rental housing for low-income residents, continue the Rental Housing Inspection Program within the three existing districts and consider expansion, where allowed by state law.
 - Support the newly-established non-profit Community Development Corporation through an annual appropriation and staff support.
- Partner with other city departments and the school system to implement new Parks and Recreation Programs targeting at-risk children and youth.
 - Initiate short term intensive programming focused on the relationships between self-development, character building and community resources.

- Develop community-based programming in order to bring structured activities to children in their communities.
- Develop programming focused on developing youth leaders.
- Develop outreach efforts for the Danville Public Library to take materials and programs into at risk neighborhoods.
- Explore development of a Community Wealth Building Task Force charged with developing strategies to reduce poverty.
 - Work cooperatively with the Danville Public Schools, West Piedmont Workforce Investment Board, Danville Community College, Averett University, the Commonwealth, and other partners to build and sustain a well-trained workforce.
 - Consider a multi-generational approach to combatting poverty by developing incentive programs for parents to participate in programs that would help their families improve their economic condition.

Focus Area #2 – Strengthen the working relationship with the School Board for the purpose of improving education in City Schools.

- Work with the School Board to help create the best environment for our children to achieve success by ensuring that both the physical condition of the schools and the learning environment inside the classroom.
- Regularly meet with the Danville School Board and administration to maintain a good understanding of public education system operations and budget requirements.
- Hold a joint City Council/School Board retreat in early 2017 in order to better understand each other's perspectives.
- Shift to funding schools by purpose of allocation, as allowed by law.

Focus Area #3 – Grow Danville.

Business Recruitment

- Continue to aggressively recruit new businesses and industries to the area that will diversify the economy, increase overall average wage rates, and strengthen the tax base.
- Continue the aggressive redevelopment of the River District (including the riverfront) which is a major attraction tool for millennials, tourists, and citizens.
- Continue to support retention and expansion of existing businesses through visitation, regular contacts, and provision of needed assistance.
- Determine unmet market demand throughout the City for retail, service, and restaurant businesses and utilize recruitment firms that can best meet those demands.

Business-Friendly Permitting

- Develop and implement a program to make Danville the most “business friendly” city in the Virginia-North Carolina region.
 - Conduct a review of the City’s land use development ordinances to ensure that it is easy to do business in Danville through a reasonable, predictable, effective, and efficient permitting process.
 - Create a process for developers to submit plans in a digital format in order to streamline the review process, which would reduce costs and time for the customer.
 - Explore implementation of a credit card system for acceptance of payment for permits and plan reviews.
 - Within constraints posed by Virginia law, maximize purchase of goods and services from Danville businesses.
- Conduct a city specific floodway and floodplain study to help facilitate development of the Dan River riverfront in order to improve access and utilization of the River.

Quality of Life –Resident and Visitor Attraction

- Ensure that all of Danville’s neighborhoods are attractive, desirable places to live to ensure that newcomers choose to live in the City.
 - Continue to expand the nDanville network into additional residential neighborhoods.
 - Use the “Danter” housing market study to recruit developers for housing projects that fulfill an identified unmet need on the housing ladder.
- Develop Gateway Corridor Plans to improve the appearance of the main transportation arteries leading into the city.
- Generate Small Area Plans for the redevelopment of the Schoolfield and Edgewood areas to support Economic Development efforts to develop the old Dan River Mills Schoolfield complex.
- Develop a master plan for expanding the RiverWalk Trail to include connectivity to regional trails.
- Evaluate the development of a “Creative District” in order to increase cultural and arts opportunities within the City.

Legislative Action

- Advocate for state legislation that would have a direct impact on improving housing in the City of Danville. Efforts include:
 - Support the retention of State Historic Tax Credits.
 - Support expansion of authority to implement rental inspection districts into additional areas of the City.
 - Support the “Tax Certification” bill HB 636, which would help to ensure that delinquent taxes are settled prior to transfer of property.

Starting in 2017 with an initial grant application, the City of Danville took part in a multi-year financial planning process. Danville City Council received a presentation on a multi-year financial forecasting model developed by the National Resource Network, which is a federally funded consortium of urban experts from private, nonprofit and academic sectors. Launched under the auspices of the White House Council on Strong Cities, Strong Communities and backed by the Department of Housing and Urban Development, the National Resource Network is the only federal program that provides comprehensive technical assistance to cities, including guidance on fiscal management.

The goal of multi-year financial forecasting is to help Council make wise and strategic decisions that will put Danville on a sustainable fiscal path. In order to attract middle class families to our community, Danville must be able to deliver government services as efficiently as possible while making strategic investments in the long-term sustainability of the community. These include investments in the three Council-identified priority areas of creating a safe community, improving public education, and growing the economy.

This process which led to the development of the model included city departments and constitutional offices meeting with consultants to understand their organization, current and future issues, and trends within their area. The consultants also look across the state to see look for potential best practices or opportunities for budget savings that could be applied locally, as well creating baseline comparisons with peer municipalities. During this time, an advisory board – the Multi-Year Financing Committee – consisting of residents, business leaders, City Council members, and staff met to review the basis for the model and the viability of options suggested. The final report, included in the Appendix in full, was presented to City Council along with a demonstration of the model. This baseline projection that showed Danville has a structural budget deficit that is only going to worsen over the next five years unless changes are made. Plans are in place to create an interactive budget model for the public to utilize.

Short Term Plan

The final report outlines short term strategies to limit spending. These strategies would include potential service reductions, changes in staffing, managed competition, shared services and consolidation, and increases in revenues without inhibiting economic competitiveness. Many of these short term strategies are included in the FY2020 Adopted Budget, including:

- Health Insurance Plan Design Changes – eliminated projected cost increase (\$879,409)
- Dependent Eligibility Verification Audit nearly complete – We anticipate \$200,000/year in premium savings
- Employee Health Clinic – A site has been selected and will be open by the end of this fiscal year. Premium savings will be realized in future years.
- Reduction in public safety salary costs – due to retirement - \$353,684/year
- Fire – Eliminate funding for six Kelly shift positions - \$234,570/year

- Police – Consolidate Span of Control – Reorganization of the Police Department by reclassifying three captains and one lieutenant to sergeants (following retirements) - \$58,000/year
- Create Tiered Retirement System – Beginning July 1, newly-hired employees will share in the cost of their retirement. By FY 2024, the savings could be as much as \$670,000 per year and would continue to increase by as much as \$120,000 each year into the future.

Long Term Plan

The report provides long term strategies to grow the tax base. This includes potential tax rate and fee changes that would allow for additional revenue while still being competitive. Additionally, plans for investing in the future of the City through public school funding, crime prevention initiatives, and job creation are outlined.

Additional information, including videos of the presentations and copied of the documents can be found at www.danvilleva.gov/MultiYearPlan.

The City of Danville's annual budget serves as the foundation for financial planning and control. The object of these controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the City Council. Departments are required to submit requests for appropriations to the Budget Director by mid-December of each year. The Budget Director uses these requests as a starting point for developing a work budget. The City Manager, in conjunction with the budget team, reviews departmental requests along with mandated costs and expected revenues. Primary revenue sources for the City's General Fund are property taxes, sales taxes, business and occupational licenses, meals taxes, state revenues, and contributions from the City's Utility Departments. In establishing the budget, historical and trend data are analyzed. In addition to analyzing historical data, economic indicators and the impact the economy will have on the historical data is taken into consideration.

Once a complete budget is developed, it is presented as a recommended budget to the City Council by April 1 for review and deliberation. After City Council's approval, an introductory budget is released by April 30. The City Council Introductory Budget contains all changes and amendments made by the City Council during its budget review. It is the City Council Introductory Budget that is submitted for public hearing. City Council is required to adopt a final budget by June 30 each year. The City Charter requires the affirmative votes of two-thirds of all the members of the City Council for all ordinances imposing taxes, authorizing the borrowing of money or appropriating money exceeding the sum of \$10,000.

The Adopted Budget takes the form of: 1) an ordinance, authorizing expenditures and the raising of revenues during the coming budget year, and 2) resolutions authorizing fees, charges and related actions.

Once the budget is adopted by the City Council, it becomes the shared responsibility of the city manager, finance director, budget director and department heads to oversee the implementation of the budgeted programs and to continually monitor expenditure and revenue levels throughout the year. Full implementation of the FY 2020 budget begins on July 1, 2019.

Amending the Budget

The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total budget amounts and/or appropriations of any fund require an amendment to the budget. The Code of Virginia requires that City Council approve any amendment. If the total of the proposed amendment exceeds one percent of the total expenditures shown in the currently adopted budget or \$500,000, the proposed amendment must be advertised and a public hearing must be held before City Council can act. After the public hearing, City Council can act on the proposed amendment.

DESCRIPTION OF MUNICIPAL BUDGET FUNDS

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Danville, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with legal requirements. The City of Danville has three types of funds:

Governmental Funds

The Governmental Funds report essentially the same functions as the governmental activities in the government-wide financial statements. The governmental fund financial statements focus on the near-term cash inflows and outflows and the amount of spendable resources available at the end of the fiscal year. This information is useful when evaluating the City's near-term financing needs.

The City of Danville maintains seven individual governmental funds. These funds are considered major funds. The Special Revenue Fund, Virginia Department of Transportation (VDOT) Fund, Economic Development Fund, and the Cemetery Maintenance Fund are considered nonmajor funds.

Proprietary Funds

The City of Danville maintains two types of proprietary funds: (a) utility enterprise funds and (b) internal service funds. Enterprise funds are used to report the same functions as the business-type activities in the government-wide financial statements. Wastewater, Water, Gas, and Electric are presented on the statements individually as major funds. Telecommunications, Transportation, Sanitation, and Cemetery Operations are combined as nonmajor funds. Enterprise funds are used to account for operations: (1) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is the cost of providing goods or services to the general public on a continuing basis to be financed or recovered primarily through user charges or (2) where the governing body has decided that periodic determination of net income is appropriate for accountability purposes.

Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments on a cost reimbursement basis. The City of Danville has three internal service funds providing services to other City departments as follows:

1. Motorized Equipment – acquires and maintains all vehicles used by the various departments of the City. The Fire Department purchases and maintains large equipment independent of motorized equipment.
2. Central Services – provides office supplies and printing services for all of the City's departments.
3. Insurance – provides general insurance coverage to all City departments, including areas such as workers' compensation where the City is completely self-insured, and insurance coverage purchased from outside insurance companies.

Fiduciary Funds

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and cannot be used to support the government's own programs. The City of Danville maintains two fiduciary funds: a Pension Trust Fund; and an Agency fund, the Veterans Memorial Fund.

The Employees' Retirement System of the City of Danville functions as an investment and administrative agent for the City's retirement plan. These activities are excluded from the government-wide financial statements because the City cannot use these assets to finance its operations.

The Veterans Memorial Fund accounts for money held in trust to complete a memorial to our local veterans. This activity is also excluded from the government-wide financial statements because the City cannot use these assets to finance its operations.

All the City's funds that are shown in this document are described in more detail below.

GOVERNMENTAL: OPERATING FUND

The General Fund

The General Fund is the primary operating fund for governmental-type activities. This fund accounts for all financial resources of the City, except for those resources required (by general accepted accounting principles) to be accounted for in another fund. The most significant sources of funding are general property taxes, other local taxes and transfers from the various utility funds. The most significant expenditures from this fund are for public safety, public works programs including infrastructure maintenance, health and welfare programs and contributions to other funds for education and capital improvements. The budget and accounting records are maintained on a modified accrual basis.

PROPRIETARY: INTERNAL SERVICE FUNDS

The Insurance Fund

This fund provides accountability for all City costs relating to workers compensation on a self-insured basis, general insurance provided by outside insurance carriers- excluding group health and life, risks covered by statewide pools and risks other than workers compensation on a self-insured basis. The fund is supported by charges to the user departments on a cost-reimbursement basis and is on a modified accrual basis of accounting for both the budget and the accounting records.

The Central Services Fund

This fund provides accountability for the acquisition of office supplies, the cost of interoffice mail, central mailroom and printing services, which are provided to the various departments of the City. The fund is supported by charges to the user departments on a cost-reimbursement basis and is on a modified accrual basis of accounting for both the budget and the accounting records.

The Motorized Equipment Fund

This fund provides accountability for the acquisition and maintenance of motorized vehicles for various departments of the City. The fund is supported by charges to the user departments on a cost-reimbursement basis and is on a modified accrual basis for both the budget and the accounting record.

PROPRIETARY: ENTERPRISE FUNDS

The Transportation Fund

This fund provides for activities relating to mass transit bus services. The fund is on an accrual basis of accounting for both the budget and the accounting records. However, the fund is not self-supporting. Operation and maintenance costs are paid by user fees from passengers of the bus service, local, federal, and state grants and transfers from the General Fund.

The Sanitation Fund

This fund provides for activities relating to the collection and disposal of solid waste. The fund is self-supporting with user fees, which cover the operating and maintenance cost. The fund is on an accrual basis of accounting for both the budget and the accounting records.

The Cemetery Fund

The Cemetery Fund provides for funeral services, sale of lots and record keeping. The staff provides services to local funeral homes and can assist residents and non-residents who are interested in purchasing at-need and pre-need burial lots. Additionally, this fund provides for the maintenance of the eight municipally owned cemeteries. The fund is on an accrual basis of accounting for both the budget and the accounting records.

The Wastewater Fund

This fund provides for activities related to the treatment of household, commercial and industrial waste as well as the operations and maintenance of the treatment facilities, pumping stations, and collection lines. The fund is self-supporting with user fees, which cover the expenses for the collection system and treatment facilities and a contribution to the General Fund in lieu of taxes and to represent a return on investment. An accrual basis of accounting is used for this fund for both the budget and the accounting records.

The Water Fund

This fund provides for reliable high quality drinking and industrial process water at the lowest cost possible while complying with all local, state, and federal laws, regulations and standards. The fund is self-supporting with user fees, which cover the operating, and maintenance cost for water treatment plant and the distribution lines and a contribution to the General Fund in lieu of taxes and to represent a return on investment. An accrual basis of accounting is used for this fund for both the budget and the accounting records.

The Gas Fund

This fund provides for activities relating to the purchase and distribution of natural gas to customers. The fund is self-supporting with user fees, which cover the purchased cost of natural gas, operation and maintenance of the distribution system and a contribution to the General Fund in lieu of taxes and to represent a return on investment. An accrual basis of accounting is used for both the budget and the accounting records.

The Electric Fund

This fund provides for activities relating to the purchase of electricity, production of electricity, and operating and maintenance costs. The operating and maintenance costs cover the hydro-electric facilities, transmission system, and the distribution system. The fund is self-supporting

with user fees, which cover all costs and provide a contribution to the General Fund in lieu of taxes and to represent a return on investment. An accrual basis of accounting is used for both the budget and the accounting records.

The Telecommunications Fund

The Telecommunications Fund is an e-rate service provider to the Danville Public Schools and the Pittsylvania County Schools and maintains and operates nDanville, a high-tech fiber optic network. The fund is self-supporting with user fees, which cover all costs and provide a contribution to the General Fund in lieu of taxes and to represent a return on investment. An accrual basis of accounting is used for both the budget and the accounting records.

GOVERNMENTAL: SPECIAL FUNDS

The Capital and Special Projects Fund

This fund provides accountability for financial resources used for major construction projects relating to general government use. Funding resources include proceeds from the sale of bonds, federal and state grants and transfers from the General Fund. The fund operates on a modified accrual basis of accounting for both the budget and the accounting records. Information regarding these projects can be found in the department summaries.

Virginia Department of Transportation Fund

In accordance with Section 33.1-41.1 of the Code of Virginia, the Commonwealth Transportation Board authorizes payments to municipalities for maintenance, construction, or reconstruction of eligible roads and highways. The maintenance payments are based on lane miles of principal, collector, or local streets within the city limits. The rates are adjusted annually. This fund will more clearly identify the Virginia Department of Transportation maintenance fund expenditures. The funds are reimbursed to the city on a quarterly basis.

March 5	Regular Council Meeting
March 19	Regular Council Meeting/Budget Work Session
March 28	Special Budget Worksession:C/M Proposed Budget, CSP & Fee Schedule Presented to City Council Regular Council Meeting/Budget Work Session (VA Code Section 15.2-2503 and City Charter Section 8-6)
April 2	Regular Council Meeting and Budget Work Sessions
April 9	Special Budget Worksession
April 16	Regular Council Meeting and Budget Worksession
April 23	Special Budget Worksession
May 7	Regular Council Meeting Public Hearing and 1 st Reading School Budget Resolution Public Hearing & 1 st Reading Utility Rate Ordinance
May 21	Regular Council Meeting Final Adoption: School Budget Resolution Final Adoption: Utility Rate Ordinance Public Hearing & 1 st Reading All Tax Increases
June 4	Regular Council Meeting Final Adoption All Tax Increases Public Hearing – City Budget – 1 st Reading Resolutions 1 st Reading- Budget Approp Ordinance City & CSP Budget
June 18	Regular Council Meeting Final Adoption of Resolutions approving City & CSP Budgets Final Adoption – Budget Appropriation Ordinance
July 1	Begin New Fiscal Year

LEGAL REQUIREMENTS:

Utility Rates and other Fee Increases: Advertise 2 successive weeks with 2nd publication no sooner than 1 week after the first publication. Fourteen days must elapse between the last publication date and the passage of the ordinance.

Reassessment years when reassessment produces tax levy in excess 101% of current levy - Notice of Public Hearing for Real Estate Tax Rate at least 30 days prior to Public Hearing. The Public Hearing for the R/E Tax Increase CANNOT be held at the same time of the Public Hearing on the Budget.

Non-reassessment years for Real Estate Taxes and all other local taxes – notice of proposed increase must be published in a newspaper at least seven days before Public Hearing. Ten days must elapse between Public Hearing and passage of ordinance.

Advertise Summary of School Budgets once at least 7 days prior to Public Hearing. School Budget must be approved by May 15 or within 30 days of receipt of State Revenue Estimated whichever occurs later.

Advertise Summary of City & CIP Budgets once at least 7 days prior to Public Hearing.

Budget Appropriation Ordinance not to be passed until 10 days after introduction.

**SUMMARY OF REVENUES & EXPENDITURES
ALL FUNDS**

<u>Revenues</u>	<u>Adopted Budget FY 2020</u>	<u>Adopted Budget FY 2019</u>
General Fund	\$ 110,592,580	\$ 105,425,060
Transfer From Fund Balance	2,050,000	3,145,900
VDOT Street Maintenance Fund	11,373,490	11,024,860
Wastewater Fund	9,358,110	9,835,040
Water Fund	9,023,610	8,590,390
Transfer From Fund Balance	-	4,388,040
Gas Fund	21,935,040	22,983,620
Transfer From Fund Balance	594,880	-
Electric Fund	129,363,920	134,441,180
Transfer From Fund Balance	225,650	610,000
Telecommunications Fund	610,630	681,150
Transfer From Fund Balance	245,160	600,000
Transportation Fund	3,579,210	3,312,110
Transfer From Fund Balance	-	-
Sanitation Fund	3,768,060	3,750,050
Cemetery Fund	996,280	1,083,180
Insurance Fund	3,360,200	3,651,600
Central Services Fund	257,400	317,710
Transfer From Fund Balance	80,720	5,350
Motorized Equipment Fund	3,408,210	3,436,440
Transfer From Fund Balance	128,150	66,600
Total	\$ 310,951,300	\$ 317,348,280
Less Interfund Charges	(8,040,870)	(8,305,840)
Less Interfund Transfers	(15,353,000)	(14,798,000)
Less Interfund Recoveries	(4,958,250)	(4,427,880)
Total Budget	\$ 282,599,180	\$ 289,816,560

**SUMMARY OF REVENUES & EXPENDITURES
ALL FUNDS**

<u>Revenues</u>	<u>Adopted Budget FY 2020</u>	<u>Adopted Budget FY 2019</u>
General Fund	\$ 112,642,580	\$ 108,570,960
VDOT Street Maintenance Fund	11,373,490	11,024,860
Wastewater Fund	8,786,250	9,141,480
Transfer To Fund Balance	571,860	693,560
Water Fund	9,004,730	12,978,430
Transfer To Fund Balance	18,880	-
Gas Fund	22,529,920	22,857,400
Transfer To Fund Balance	-	126,220
Electric Fund	129,589,570	135,046,980
Transfer To Fund Balance	-	4,200
Telecommunications Fund	855,790	1,277,580
Transfer To Fund Balance	-	3,570
Transportation Fund	3,579,210	3,312,110
Sanitation Fund	3,724,480	3,545,140
Transfer To Fund Balance	43,580	204,910
Cemetery Fund	931,000	934,380
Transfer To Fund Balance	65,280	148,800
Insurance Fund	3,301,340	3,600,100
Transfer To Fund Balance	58,860	51,500
Central Services Fund	338,120	323,060
Transfer To Fund Balance	-	-
Motorized Equipment Fund	<u>3,536,360</u>	<u>3,503,040</u>
Total	\$ 310,951,300	\$ 317,348,280
Less Interfund Charges	(8,040,870)	(8,305,840)
Less Interfund Transfers	(15,353,000)	(14,798,000)
Less Interfund Recoveries	<u>(4,958,250)</u>	<u>(4,427,880)</u>
Total Budget	<u>\$ 282,599,180</u>	<u>\$ 289,816,560</u>

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
City Manager's Office (01100)				
1.0	1.0	1.0	1.0	City Manager
1.0	1.0	1.0	1.0	Deputy City Manager
1.0	1.0	1.0	1.0	Assistant to the City Manager
1.0	1.0	1.0	1.0	Clerk of Council
1.0	1.0	1.0	1.0	Multi-media Design Manager
1.0	1.0	1.0	1.0	Public Information Officer (Funded by Utilities)
		1.0	1.0	Youth & Gang Violence Coordinator (Funded by Grant)
1.0	1.0	1.0	1.0	Director of Budget
1.0	1.0	1.0	1.0	Executive Assistant
1.0	1.0	1.0	1.0	Executive Secretary
9.0	9.0	10.0	10.0	TOTAL CITY MANAGER'S OFFICE
City Attorney's Office (01105)				
1.0	1.0	1.0	1.0	City Attorney
1.0	1.0	1.0	1.0	Assistant City Attorney I (Funded by Blight)
1.0	1.0	1.0	1.0	Assistant City Attorney II
1.0	1.0	1.0	1.0	Legal Assistant
1.0	1.0	1.0	1.0	Legal Secretary
5.0	5.0	5.0	5.0	TOTAL CITY ATTORNEY'S OFFICE
COMMUNITY DEVELOPMENT DEPARTMENT				
Community Development Fund (12110)				
1.0	1.0	1.0	1.0	Community Redevelopment Specialist
2.0	2.0	2.0	2.0	Cost Estimator/Inspector
1.0	1.0	1.0	1.0	Housing & Development Planning Specialist
1.0	1.0	1.0	1.0	Senior Account Clerk
1.0	1.0	1.0	1.0	Secretary
6.0	6.0	6.0	6.0	Sub Total
Director of Community Development (01700)				
1.0	1.0	1.0	1.0	Director of Community Development
1.0	1.0	1.0	1.0	Accountant II
1.0	1.0			Intake Diversion Specialist
1.0	1.0	1.0	1.0	Senior Secretary
4.0	4.0	3.0	3.0	Sub Total
Inspections Office (01710)				
1.0	1.0	1.0	1.0	Division Director of Inspections
1.0	1.0	1.0	1.0	Inspections Supervisor
1.0	1.0	1.0	1.0	Plumbing/Cross Connection Inspector
1.0	1.0	1.0	1.0	Mechanical Inspector
1.0	1.0	1.0	1.0	Electrical Inspector
2.0	2.0	2.0	2.0	Building Inspector
5.0	4.0	4.0	4.0	Property Maintenance Inspector
	1.0	1.0	1.0	Property Maintenance Code Coordinator
1.0	1.0	1.0	1.0	Permit Technician
13.0	13.0	13.0	13.0	Sub Total

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
Planning Office (01715)				
1.0				Division Director of Planning
2.0	2.0	2.0	2.0	Combination of: Senior Planner Associate Planner Planning Technician
3.0	2.0	2.0	2.0	Sub Total
26.0	25.0	24.0	24.0	TOTAL COMMUNITY DEVELOPMENT DEPARTMENT

Social Services Department (01520)				
1.0	1.0	1.0	1.0	Director of Social Services
1.0	1.0	1.0	1.0	Family Services Manager
1.0	1.0	1.0	1.0	Eligibility Services Manager
3.0	3.0	3.0	3.0	Family Services Supervisor
1.0	1.0	1.0	1.0	Accountant II
1.0	1.0	1.0	1.0	Employment Services Supervisor
3.0	3.0	3.0	3.0	Eligibility Services Supervisor
3.0	3.0	3.0	2.0	Senior Family Services Specialist
1.0	1.0	1.0	1.0	Comprehensive Services Coordinator (Grant Funded)
5.0	5.0	5.0	5.0	Child Protective Service Worker
15.0	15.0	15.0	15.0	Family Services Specialist
3.6	3.6	4.0	4.0	Senior Eligibility Worker
2.0	2.0	2.0	2.0	Fraud Investigator
1.0	1.0	2.0	2.0	Administrative Assistant (One Position Grant Funded)
8.0	8.0	8.0	8.0	Employment Services Worker
			1.0	Senior Employment Services Worker
1.0	1.0	1.0	1.0	SNAPET Coordinator
34.8	34.8	34.8	34.8	Eligibility Worker
1.0	1.0	1.0	1.0	Senior Secretary
1.0	1.0	1.0	1.0	Senior Account Clerk
4.0	4.0	4.0	4.0	Senior Administrative Specialist
1.0	1.0	1.0	1.0	Social Service Aide
1.0	1.0	1.0	1.0	Employment Service Aide
9.6	9.6	9.6	9.6	Administrative Specialist
103.0	103.0	104.4	104.4	TOTAL SOCIAL SERVICES DEPARTMENT

Economic Development Department (01180)				
1.0	1.0	1.0	1.0	Director of Economic Development
1.0	1.0	1.0	1.0	Assistant Director of Economic Development
1.0	1.0	1.0	1.0	Economic Development Project Manager
1.0	1.0	1.0	1.0	Marketing & Research Manager
1.0	1.0	1.0	1.0	Special Project Manager
5.0	5.0	5.0	5.0	TOTAL ECONOMIC DEVELOPMENT DEPARTMENT

2017 2018 2019 2020
Totals Totals Totals Totals

FINANCE DEPARTMENT
Customer Accounts

1.0	1.0			Division Director of Central Collections
		1.0	1.0	Division Director of Customer Accounts
1.0	1.0	1.0	1.0	Collections Supervisor
1.0	1.0	1.0	1.0	Delinquent Collections Coordinator
2.0	2.0	2.0	2.0	Senior Collections Clerk
4.0	4.0	4.0	4.0	Combination of: Collection Clerk II Senior Cashier Collection Clerk I
5.0	5.0	5.0	5.0	Cashier
			1.0	Division Director of Customer Service
			1.0	Senior Customer Service / Training Representative
			6.0	Combination of: Senior Utility Billing Clerk Utility Special Billing Clerk Utility Billing Clerk
			8.0	Customer Service Representative

14.0 14.0 14.0 30.0 Sub Total

Central Services Fund (42110)

1.0	1.0	1.0	1.0	Print Shop Technician
2.5	3.0	3.0	3.0	Combination of: Senior Printer Printer

3.5 4.0 4.0 4.0 Sub Total

Director of Finance (01200)

1.0	1.0	1.0	1.0	Director of Finance
1.0	1.0	1.0	1.0	Senior Secretary

2.0 2.0 2.0 2.0 Sub Total

Accounting (01205)

1.0	1.0	1.0	1.0	Assistant Director of Finance
1.0	1.0	1.0	1.0	Business Systems Accountant
2.0	3.0	3.0	3.0	Accountant II
1.0	1.0	1.0	1.0	Accountant III
1.0	1.0	1.0	1.0	Payroll Technician
1.0	1.0	1.0	1.0	Senior Account Clerk
2.0	2.0	2.0	2.0	Account Clerk

10.0 10.0 10.0 10.0 Sub Total

Internal Auditor (01208)

1.0	1.0	1.0	1.0	Internal Auditor
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1.0 1.0 1.0 1.0 Sub Total

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
Purchasing (01215)				
1.0	1.0	1.0	1.0	Division Director of Purchasing
1.0	1.0	1.0	1.0	Buyer
1.0	1.0	1.0	1.0	Senior Purchasing Clerk
1.0	1.0	1.0	1.0	Purchasing Clerk
0.8	0.8			Printer
4.8	4.8	4.0	4.0	Sub Total
Real Estate (01220)				
1.0	1.0	1.0	1.0	Division Director of Real Estate Assessment
3.0	3.0	3.0	3.0	Combination of: Real Estate Appraiser III Real Estate Appraiser II Real Estate Appraiser I
2.0	1.0	1.0	1.0	Combination of: Senior Real Estate Assessment Clerk Real Estate Assessment Clerk
6.0	5.0	5.0	5.0	Sub Total
40.0	41.0	40.0	56.0	TOTAL FINANCE DEPARTMENT
FIRE DEPARTMENT				
Emergency Communications (01330)				
0.5	0.5	0.5	0.5	CERT Coordinator
1.0	1.0			Emergency Communications Coordinator
		1.0	1.0	Emergency Communications Manager
4.0	4.0	4.0	4.0	Emergency Telecommunications Supervisor
16.0	16.0	16.0	16.0	Emergency Telecommunicator
21.5	21.5	21.5	21.5	Sub Total
Fire (01320)				
1.0	1.0	1.0	1.0	Fire Chief
2.0	2.0	2.0	2.0	Assistant Fire Chief
4.0	4.0	4.0	4.0	Fire Battalion Chief
1.0	1.0	1.0	1.0	Fire Marshal
21.0	21.0	21.0	21.0	Fire Captain
1.0	1.0	1.0	1.0	Assistant Fire Marshal
1.0	1.0	1.0	1.0	Fire Code Inspector
6.0	6.0	6.0	6.0	Fire Lueitenant / Assistant Training Officer
24.0	24.0	24.0	24.0	Fire Fighter / Engineer
1.0	1.0	1.0	1.0	Fire Support Analyst
60.0	60.0	60.0	60.0	Fire Fighter
1.0	1.0	1.0	1.0	Administrative Assistant
1.0	1.0	1.0	1.0	Senior Secretary
124.0	124.0	124.0	124.0	Sub Total
145.5	145.5	145.5	145.5	TOTAL FIRE DEPARTMENT

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
Circuit Court (01155)				
1.0	1.0	1.0	1.0	Law Clerk
2.0	1.0	1.0	1.0	Judicial Assistant
1.0	1.0	1.0	1.0	Legal Secretary
4.0	3.0	3.0	3.0	TOTAL CIRCUIT COURT
22nd District Court Services				
		1.0	1.0	Intake Diversion Specialist
		1.0	1.0	TOTAL 22nd DISTRICT
Human Resources (01110)				
1.0	1.0	1.0	1.0	Director of Human Resources
4.0	4.0	4.0	4.0	Combination of: Organization Development Consultant HR Consultant
1.0	1.0	1.0	1.0	Human Resource Technician
1.0	1.0	1.0	1.0	Senior Secretary
7.0	7.0	7.0	7.0	TOTAL HUMAN RESOURCES
Information Technology (01250)				
1.0	1.0	1.0	1.0	Director of Information Technology
3.0	3.0	3.0	3.0	Combination of: Assistant Director of Information Technology Division Director of Application Support Division Director of Technical Services IT Project Manager IT Business Relationship Manager IT Business Analyst
6.5	7.0	7.0	7.0	Combination of: Network Systems Engineer Network Administrator System Administrator PC Administrator Network Analyst Senior IT Support Technician IT Support Technician
10.0	10.0	10.0	10.0	Combination of: Help Desk Manager GIS Coordinator IT Solutions Architect Manager Senior Applications Support Specialist Senior Database Administrator IT Applications Support Specialist Senior Programmer Analyst Database Administrator GIS Programmer Analyst Programmer / Analyst GIS Analyst
1.0	1.0	1.0	1.0	Administrative Assistant
21.5	22.0	22.0	22.0	TOTAL INFORMATION TECHNOLOGY

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
POLICE DEPARTMENT				
Adult Detention Facility (01515)				
1.0	1.0	1.0	1.0	Division Director of Adult Detention
1.0	1.0	1.0	1.0	Chief Correctional Officer
1.0	1.0	1.0	1.0	Service Program Coordinator
1.0				Health Services Administrator
1.0	1.0	1.0	1.0	Administrative Lieutenant
0.1	0.1	0.1	0.1	Licensed Physician
1.0	1.0	1.0	1.0	Work Program Coordinator
1.0	2.0	2.0	2.0	Correctional Health Assistant
4.0	4.0	4.0	4.0	Correctional Captain
5.0	5.0	5.0	5.0	Correctional Lieutenant
1.0	1.0			Safety Supply Officer
20.1	20.1	21.1	21.1	Combination of: Correctional Officer I Correctional Officer II
2.0	2.0	2.0	2.0	Senior Account Clerk
39.2	39.2	39.2	39.2	Sub Total
Juvenile Detention Facility (01510)				
1.0	1.0	1.0	1.0	Division Director of Juvenile Detention
1.0	1.0	1.0	1.0	Assistant Division Director of Juvenile Detention
0.1	0.1	0.1	0.1	Licensed Physician
1.0	1.0	1.0	1.0	Juvenile Program Coordinator
1.0	1.0	1.0	1.0	Nurse
2.0	2.0			Juvenile Outreach Counselor (Grant Funded)
4.0	4.0	4.0	4.0	Shift Supervisor
2.0	2.0			Electronic Monitoring Case Worker (Grant Funded)
1.0	1.0	1.0	1.0	Building Maintenance Mechanic I
	1.0	1.0	1.0	Post Dispositional Coordinator
5.0	4.0	4.0	4.0	Senior Youth Care Worker
		2.0	2.0	Alternative Detention Case Worker (Grant Funded)
31.4	31.4	31.4	31.4	Youth Care Worker
1.0	1.0	1.0	1.0	Senior Account Clerk
2.0	2.0	2.0	2.0	Secretary
1.0	1.0	1.0	1.0	Custodian
53.5	53.5	51.5	51.5	Sub Total

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
Police (01330)				
1.0	1.0	1.0	1.0	Police Chief
1.0	1.0	1.0	1.0	Police Lieutenant Colonel
2.0	2.0	2.0	2.0	Police Major
7.0	7.0	7.0	4.0	Police Captain
10.0	10.0	10.0	9.0	Police Lieutenant
1.2	1.2			Senior Investigators
8.0	8.0	8.0	12.0	Police Sergeant
16.0	16.0	17.0	17.0	Police Corporal
89.0	89.0	89.0	89.0	Police Officer
1.0	1.0	1.0	1.0	Quarter Master
1.0	1.0	1.0	1.0	Police Records Office Manager
	1.0	1.0	1.0	Police Video Technician
	1.0	1.0	1.0	Police Property and Evidence Technician
1.0	1.0	1.0	1.0	Administrative Assistant
1.0	1.0	1.0	2.0	Animal Control Officer
2.0	2.0	2.0	2.0	Secretary
1.0	1.0	1.0	1.0	Senior Secretary
3.0	3.0	3.0	3.0	Police Records Clerk
1.0	1.0	1.0	1.0	Crime Analyst
0.6	0.6	0.6	0.6	Parking Attendant
2.0	2.0	2.0	2.0	School Crossing Guard
148.8	150.8	150.6	151.6	Sub Total
241.5	243.5	241.3	242.3	TOTAL POLICE DEPARTMENT

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
PARKS & RECREATION DEPARTMENT				
Parks & Recreation - Administration (01292)				
1.0	1.0	1.0	1.0	Director of Parks & Recreation
1.0	1.0	1.0	1.0	Division Director of Parks & Recreation Administration
1.0	1.0	1.0	1.0	P&R Communications Specialist
1.0	1.0	1.0	1.0	Program Coordinator
1.0	1.0	1.0	1.0	Facilities & Services Planning Specialist
1.0	1.0	1.0	1.0	Senior Secretary
1.0	1.0	1.0	1.0	Secretary
1.0	1.0	2.0	2.0	Custodian
1.3	1.3	1.3	1.3	Administrative Specialist
0.6	0.6	0.6	0.6	Recreation Program Supervisor
		0.3	0.3	Recreation Facility Operator
		1.0	1.0	Outdoor Recreation Program Supervisor
0.2	0.2	0.2	0.2	Intern
10.1	10.1	12.4	12.4	Sub Total
Athletics (01307)				
1.0	1.0	1.0	1.0	Division Director of Athletics
1.0	1.0	1.0	1.0	Program Coordinator
0.6	0.6	0.6	0.6	Administrative Specialist
0.5	0.5	0.5		Custodian
0.9	0.9	0.9		Recreations Program Supervisor
0.7	0.7	0.7		Recreation Sports Official
1.4	1.4	1.4		Recreation Facility Operator
6.1	6.1	6.1	6.1	Sub Total
Community Recreation (10295)				
1.0	1.0	1.0	1.0	Division Director of Community Recreation
4.0	4.0	4.0	4.0	Program Coordinator
1.0	1.0	2.0	2.0	Recreation Grants Specialist (Grant Funded)
1.9	1.9	0.9	0.9	Custodian
1.0	1.0	1.0	1.0	Administrative Specialist
1.7	1.7	1.7	1.7	Recreation Aide
2.0	2.0	2.0	2.0	Recreation Leader
2.5	2.5	2.5	2.5	Recreation Program Supervisor
0.2	0.2	0.2	0.2	Recreations Instructor
1.6	1.6	1.6	1.6	Recreation Site Supervisor
2.5	2.5	2.5	2.5	Recreation Facility Operator
19.4	19.4	19.4	19.4	Sub Total
Park Maintenance (01316)				
1.0	1.0	1.0	1.0	Division Director of Parks Maintenance
1.0	1.0	1.0	1.0	Parks Supervisor
1.0	1.0	1.0	1.0	Crew Supervisor
11.0	11.0	11.0	11.0	Combination of: Park Maintenance Technician Parks Groundskeeper II Parks Groundskeeper I Motor Equipment Operator I

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
2.8	2.8	2.8	2.8	Public Service Worker
0.3	0.3			Recreation Facility Operator
1.0	1.0			Outdoor Recreation Program Supervisor
				Administrative Specialist
18.1	18.1	16.8	16.8	Sub Total
Special Recreation (01610)				
1.0	1.0	1.0	1.0	Division Director of Special Recreation
3.0	3.0	3.0	3.0	Program Coordinator
1.0	1.0	1.0	1.0	Recreation Grants Specialist
1.0	1.0	1.0	1.0	Special Population Assistant
1.4	1.4	1.4	1.4	Custodian
1.0	1.0	1.0	1.0	Account Clerk
1.3	1.3	1.3	1.3	Administrative Specialist
1.4	1.4	1.4	1.4	Recreation Leader
4.6	4.6	4.6	4.6	Recreation Program Supervisor
0.6	0.6	0.6	0.6	Recreation Aide
				Recreation Instructor
			0.5	Van Driver
16.3	16.3	16.3		Sub Total
Public Library (01540)				
1.0	1.0	1.0	1.0	Division Director of Library
1.0	1.0	1.0	1.0	Adult Services Librarian
1.0	1.0	1.0	1.0	Children's Librarian
1.0	1.0	1.0	1.0	Circulation Supervisor
	1.0	1.0	1.0	Circulation Specialist
1.0	1.0	1.0	1.0	Technical Services Librarian
2.0	2.0			Reference Information Specialist
9.2	8.2	2.0	2.0	Library Services Specialist
		7.2	7.2	Information Specialist
1.0	1.0	1.0	1.0	Senior Administrative Specialist
0.6	0.6	0.6	0.6	Law Library Information Specialist
1.0	1.0	1.0	1.0	Library Technology Specialist
18.8	18.8	17.8	17.8	Sub Total
88.8	88.8	88.8	89.3	TOTAL PARKS & RECREATION

2017 2018 2019 2020
Totals Totals Totals Totals

PUBLIC WORKS DEPARTMENT
Cemetery Maintenance (Fund 59) (59110)

1.0	1.0	1.0	1.0	General Supervisor
2.0	2.0	2.0	2.0	Cemetery Supervisor
2.0	2.0	10.0	10.0	Combination of: Groundskeeper
10.0	10.0			Public Service Worker / Operator
15.0	15.0	13.0	13.0	Sub Total

Public Works Administration (0125301) (01400)

1.0	1.0	1.0	1.0	Director of Public Works
1.0	1.0	1.0	1.0	Division Director Public Works Administration
1.0	1.0	1.0	1.0	Senior Administrative Assistant
1.0	1.0			Horticulturist (Funded by Special Revenue)
1.0	1.0	1.0	1.0	Administrative Assistant
1.0	1.0	1.0	1.0	Senior Account Clerk
1.0	1.0	1.0	1.0	Senior Secretary
3.0	3.0	3.0	3.0	Account Clerk
				Public Works Beautification Coordinator
10.0	10.0	9.0	9.0	Sub Total

Public Works Building Maintenance (01250) (01440)

1.0	1.0	1.0	1.0	Division Director of Building & Grounds
1.0	1.0	1.0	1.0	General Supervisor
1.0	1.0	1.0	1.0	Custodian Supervisor
7.0	7.0	7.0	7.0	Combination of:
				Building Maintenance Mechanic III
				Building Maintenance Mechanic II
				Building Maintenance Mechanic I
1.0	1.0	1.0	1.0	Senior Custodian
8.0	8.0	8.0	8.0	Custodian
19.0	19.0	19.0	19.0	Sub Total

Motorized Equipment (Fund 44) (44110)

2.0	2.0	2.0	2.0	Equipment Maintenance Supervisor
2.0	2.0	2.0	2.0	Public Works Warehouse Stock Clerk
15.0	15.0	15.0	15.0	Combination of: Automotive Equipment Mechanic III
				Welder
				Automotive Equipment Mechanic II
				Automotive Service Technician
				Automotive Equipment Mechanic I
1.0	1.0	1.0	1.0	Transit Mechanic
20.0	20.0	20.0	20.0	Sub Total

Motorized Equipment Communications (Fund 44) (44110)

1.0	1.0	1.0	1.0	Communications Systems Manager
1.0	1.0	1.0	1.0	Sub Total

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
Public Works Sewer Maintenance (Fund 51) (51220)				
1.0	1.0	1.0	1.0	General Supervisor
1.0	1.0	1.0	1.0	Crew Supervisor
1.0	1.0	1.0	1.0	CCTV Technician
8.0	8.0	8.0	8.0	Combination of: Heavy Equipment Operator Motor Equipment Operator III Motor Equipment Operator II Motor Equipment Operator I Public Service Worker / Operator
11.0	11.0	11.0	11.0	Sub Total
Public Works Sanitation - Code Enforcement (Fund 58) (58150)				
2.0	2.0	2.0	2.0	Code Enforcement Inspector
2.0	2.0	2.0	2.0	Sub Total
Public Works Sanitation - Composting (Fund 58) (58120)				
1.0	1.0	1.0	1.0	Sanitation Operator I
1.0	1.0	1.0	1.0	Sub Total
Public Works Sanitation - Recycling (Fund 58) (58140)				
1.0	1.0	1.0	1.0	Recycling Center Operator
2.0	2.0	2.0	2.0	Combination of: Sanitation Operator I Sanitation Operator II
3.0	3.0	3.0	3.0	Sub Total
PW Sanitation - Residential Refuse Collection (Fund 58) (58110)				
1.0	1.0	1.0	1.0	Division Director of Sanitation
1.0	1.0	1.0	1.0	General Supervisor
11.0	11.0	11.0	11.0	Combination of: Sanitation Operator II Sanitation Operator I Public Service Worker / Operator Solid Waste Collector
13.0	13.0	13.0	13.0	Sub Total
Public Works Sanitation - Yardwaste (Fund 58) (58130)				
7.0	7.0	8.0	8.0	Combination of: Sanitation Operator I Sanitation Operator II Public Service Worker / Operator
7.0	7.0	8.0	8.0	Sub Total
Public Works VDOT-Engineering (Fund 15-244) (15110)				
1.0	1.0	1.0	1.0	Assistant Director of Public Works - City Engineer
4.0	4.0	4.0	4.0	Combination of: Public Works Chief Engineer Project Manager Construction Inspections Supervisor
6.0	6.0	7.0	7.0	Combination of: Survey Party Supervisor Public Works GIS/CAD Engineering Technician Public Works Project Engineer Construction Inspector Engineering Technician
11.0	11.0	12.0	12.0	Sub Total

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
Public Works VDOT - Grounds Maintenance (Fund 15-250) (15210)				
1.0	1.0	1.0	1.0	General Supervisor
1.0	1.0	1.0	1.0	Crew Supervisor
13.0	13.0	13.0	13.0	Combination of: Motor Equipment Operator II Motor Equipment Operator I Public Service Worker / Operator
2.0	2.0	2.0	2.0	Groundskeeper
17.0	17.0	17.0	17.0	Sub Total
Public Works VDOT - Street Cleaning (Fund 15-247) (15125)				
7.0	7.0	7.0	7.0	Combination of: Public Service Worker / Operator Motor Equipment Operator II Motor Equipment Operator I
7.0	7.0	7.0	7.0	Sub Total
Public Works VDOT - Street Maintenance (Fund 15-247) (15120)				
1.0	1.0	1.0	1.0	Division Director of Streets
1.0	1.0	1.0	1.0	Taining & Safety Manager
2.0	2.0	2.0	2.0	General Supervisor
3.0	3.0	3.0	3.0	Crew Supervisor
	1.0	1.0	1.0	Code Enforcement Inspector
27.0	27.0	26.0	26.0	Combination of: Heavy Equipment Operator Motor Equipment Operator III Motor Equipment Operator II Motor Equipment Operator I Public Service Worker / Operator
1.0	1.0	1.0	1.0	Groundskeeper
35.0	36.0	35.0	35.0	Sub Total
Public Works VDOT - Traffic Control (Fund 15-244) (15115)				
1.0	1.0	1.0	1.0	Traffic Control Superintendent
1.0	1.0	1.0	1.0	Traffic Control Crew Supervisor
1.0	1.0	1.0	1.0	Senior Traffic Signal Technician
1.0	1.0	1.0	1.0	Traffic Signal Technician
1.0	1.0	1.0	1.0	Sign Technician
4.0	4.0	4.0	4.0	Combination of: Motor Equipment Operator III Motor Equipment Operator II Motor Equipment Operator I Public Service Worker / Operator
9.0	9.0	9.0	9.0	Sub Total
181.0	182.0	180.0	180.0	TOTAL PUBLIC WORKS DEPARTMENT

**TRANSPORTATION DEPARTMENT
 Airport (01350)**

1.0	1.0	1.0	1.0	Senior Administrative Assistant
1.0	1.0	1.0	1.0	Transportation Building and Grounds Superintendent
1.0	1.0	1.0	1.0	Airport Maintenance Security Tech II
4.0	4.0	4.0	4.0	Airport Maintenance Security Tech I
7.0	7.0	7.0	7.0	Sub Total

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
Mass Transit (Fund 56) (56110)				
1.0	1.0	1.0	1.0	Director of Transportation Services
	1.0	1.0	1.0	Division Director of Transportation Services
2.0	2.0	2.0	2.0	Transportation Supervisor
		1.0	1.0	Transportation Dispatcher
1.0	1.0	1.0	1.0	Senior Account Clerk
		1.0	1.0	Recreation Grants Specialist
27.6	28.6	30.6	30.6	Combination of: Transit Driver I Transit Driver II
1.0	1.0	1.0	1.0	Account Clerk
32.6	34.6	38.6	38.6	Sub Total
39.6	40.6	45.6	45.6	TOTAL TRANSPORTATION DEPARTMENT
UTILITIES DEPARTMENT				
Utilities Administration (Fund 54) (50100)				
1.0	1.0	1.0	1.0	Utilities Director
1.0	1.0	1.0	1.0	Key Accounts Manager
1.0	1.0	1.0	1.0	SCADA Analyst
2.0	2.0	2.0	2.0	Senior Secretary
5.0	5.0	5.0	5.0	Sub Total
Utilities - Fiscal Services (fund 54) (50110)				
1.0	1.0	1.0	1.0	Division Director of Support Services
1.0	1.0	1.0	1.0	Accountant II
1.0	1.0	1.0	1.0	Training and Safety Manager
			1.0	Facilities and Fleet Manager
1.0	1.0	1.0	1.0	Utilities Warehouse Manager
2.0	2.0	2.0	2.0	Senior Account Clerk
3.0	3.0	3.0	3.0	Warehouse Stock Clerk
9.0	9.0	9.0	10.0	Sub Total
Utilities - Customer Service (Fund 54) (50120)				
1.0	1.0	1.0	0	Division Director of Customer Service
1.0	1.0	1.0	0	AMI Support Technician
1.0	1.0	1.0	0	Senior Customer Service / Training Representative
7.0	7.0	6.0	0	Combination of: Senior Utility Billing Clerk Utility Special Billing Clerk Utility Billing Clerk
7.0	7.0	8.0	0	Customer Service Representative
17.0	17.0	17.0	0.0	Sub Total
Water Treatment Administration (Fund 52) (52130)				
1.0	1.0	1.0	1.0	Division Director of Water / Waste Water Treatment
1.0	1.0	1.0	1.0	Senior Secretary
2.0	2.0	2.0	2.0	Sub Total

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
Water Treatment (Fund 52) (52100)				
1.0	1.0	1.0	1.0	Water Treatment Manager
1.0	1.0	1.0	1.0	Water Chemist
2.0	2.0	3.0	3.0	Combination of: Building Maintenance Superintendent Senior Industrial Mechanic Industrial Mechanic
9.0	9.0	9.0	9.0	Combination of: Water Treatment Plant Operator Supervisor Water Treatment Plant Operator III Water Treatment Plant Operator II Water Treatment Plant Operator Water Treatment Plant Operator Trainee
1.0	1.0			Utility Plant Maintenance Worker
14.0	14.0	14.0	14.0	Sub Total
Gas Administration (Fund 53) (53100)				
1.0	1.0	1.0	1.0	Division Director of Water and Gas
1.0	1.0	1.0	1.0	Sub Total
Gas Control (Fund 53) (53130)				
1.0	1.0	1.0	1.0	Gas Control Manager
2.0	2.0	2.0	2.0	Gas Control Technician
3.0	3.0	3.0	3.0	Sub Total
Water and Gas Distribution (Fund 53) (53220)				
1.0	1.0	1.0	1.0	Water and Gas Distribution Superintendent
1.0	1.0	1.0	1.0	Water and Gas Distribution Supervisor
4.0	4.0	7.0	7.0	Combination of: Water and Gas Crew Supervisor Water and Gas Construction Crew Supervisor Water and Gas Welder / Crew Supervisor
2.0	2.0			
1.0	1.0			
5.0	5.0	11.0	11.0	Combination of: Motor Equipment Operator III Motor Equipment Operator II Motor Equipment Operator I
6.0	6.0			Construction Worker
5.0	5.0	5.0	3.0	Public Service Worker
25.0	25.0	25.0	23.0	Sub Total
Water and Gas Engineering (Fund 53) (53210)				
1.0	1.0	1.0	1.0	Water and Gas Chief Engineer
2.0	2.0	2.0	2.0	Water and Gas Senior Engineer Technician
1.0	1.0	1.0	1.0	Water and Gas Compliance Coordinator
1.0	1.0	1.0	1.0	Water and Gas Corrosion Technician
			1.0	Construction Inspector
1.0	1.0	2.0	2.0	Water and Gas GIS Engineer Technician
1.0	1.0			Water and Gas Engineering Aide
7.0	7.0	7.0	8.0	Sub Total
Water and Gas Meters and Regulators (Fund 53) (53240)				
1.0	1.0	1.0	1.0	Water and Gas Systems Control Superintendent
3.0	3.0	3.0	3.0	Water and Gas Meter Technician
4.0	4.0	4.0	4.0	Sub Total

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
Water and Gas Service (Fund 53) (53230)				
7.0	7.0	7.0	7.0	Water and Gas Service Technician
1.0	1.0	1.0	1.0	Dispatcher
8.0	8.0	8.0	8.0	Sub Total
Electric Administration (Fund 54) (54100)				
1.0	1.0	1.0	1.0	Division Director of Power and Light
1.0	1.0	1.0	1.0	Sub Total
Electric Distribution (Fund 54) (54120)				
1.0	1.0	1.0	1.0	Electric Distribution Superintendent
5.0	5.0	5.0	5.0	Electric Line Crew Supervisor
1.0	1.0	1.0	1.0	Inspector - Contractor Manager
1.0	1.0	1.0	1.0	Crew Supervisor
22.0	22.0	22.0	22.0	Combination of: Electric Line Technician III Electric Line Technician II Electric Line Technician I Electric Ground Worker
3.0	3.0	3.0	3.0	Electric OH/UG Equipment Operator
3.0	3.0	3.0	3.0	Electric Right of Way Trimmer
1.0	1.0	1.0	1.0	Dispatcher
37.0	37.0	37.0	37.0	Sub Total
Electric Engineering (Fund 54) (54110)				
1.0	1.0	1.0	1.0	Electric Engineering Technician Supervisor
			1.0	Electric Engineering and Operations Manager
1.0	1.0	1.0	1.0	Electric Engineering Technician / Compliance Coordinator
1.0	1.0			Electric Drafting / GIS Technician
		1.0	1.0	Senior Electric GIS / CAD Technician
5.0	5.0	5.0	5.0	Combination of: Electric Senior Engineering Technician Electric Engineering Technician Electric Engineering Aide
2.0	2.0	2.0	2.0	Electric Engineer
10.0	10.0	10.0	11.0	Sub Total
Electric Hydro (Fund 54) (54150)				
1.0	1.0	1.0	1.0	Hydro Electric Superintendent
1.0	1.0	1.0	1.0	Hydro Electric Maintenance Technician
4.0	4.0	4.0	4.0	Hydro Electric Operator
1.0	1.0	1.0	1.0	Hydro Electric Attendant
7.0	7.0	7.0	7.0	Sub Total
Electric Meters (Fund 54) (54140)				
1.0	1.0	1.0	1.0	Electric Meter Supervisor
			1.0	AMI Support Technician
3.0	3.0	3.0	3.0	Combination of: Electric Meter Technician III Electric Meter Technician II Electric Meter Technician I
4.0	4.0	4.0	5.0	Sub Total

2017 Totals	2018 Totals	2019 Totals	2020 Totals	
Electric Substations (Fund 54) (54130)				
1.0	1.0	1.0		Electric Substation Superintendent
1.0	1.0	1.0	1.0	Electric Substation Supervisor
6.0	12.0	12.0	12.0	Combination of: Utility Operator
1.0				Electric T&D Equipment Technician
5.0				Electric Substation Technician
14.0	14.0	14.0	13.0	Sub Total
Telecommunication (Fund 55) (55110)				
1.0	1.0	1.0	1.0	Division Director of Telecommunications
2.0	2.0	2.0	1.0	Broadband Network Engineering Technician
3.0	3.0	3.0	2.0	Sub Total
171.0	171.0	171.0	154.0	TOTAL UTILITIES DEPARTMENT
CONSTITUTIONAL OFFICES				
2.0	2.0	2.0	2.0	Registrar
10.0	10.0	10.5	10.5	Commissioner of the Revenue
4.0	4.0	4.0	4.0	City Treasurer
79.0	79.0	82.0	82.0	Sheriff's Office
22.0	22.0	24.0	24.0	Commonwealth Attorney
16.0	16.0	16.0	16.0	Clerk of Circuit Court
133.0	133.0	138.5	138.0	TOTAL CONSTITUTIONAL OFFICES
1217.1	1220.1	1103	1103	GRAND TOTAL
OTHER ELECTED OFFICIALS (Part-time)				
				(not included in totals below)
8.0	8.0	8.0	8.0	Council Members
1.0	1.0	1.0	1.0	Mayor
9.0	9.0	9.0	9.0	TOTAL OTHER ELECTED OFFICIALS
FUND TOTALS				
725.0	725.5	722.0	739.5	General Fund (Does not include Constitutional Offices)
79.0	80.0	80.0	80.0	VDOT Fund
3.5	4.0	4.0		Central Services
21.0	21.0	21.0	21.0	Motorized Equipment
32.6	34.6	38.6	38.6	Transportation Fund
26.0	26.0	27.0	27.0	Sanitation Fund
15.0	15.0	13.0	13.0	Cemetary Fund
11.0	11.0	11.0	11.0	Wastewater Fund (Sewer)
16.0	16.0	16.0	16.0	Water Fund
48.0	48.0	48.0	47.0	Gas Fund
104.0	104.0	104.0	89.0	Electric Fund
3.0	3.0	3.0	2.0	Telecommuications Fund
1084.1	1088.1	1087.6	1088.1	Sub Total
6.0	6.0	6.0	6.0	CDBG Fund
133.0	133.0	138.5	138.5	Constitutional Officer
1223.1	1227.1	1232.1	1232.6	Grand Total

Reference: City of Danville Financial Policies, Section 4 – Fund Balance, amended May 2015

Sufficient reserves must be retained by the City at all times to provide financial stability. A properly sized and configured fund balance in each operating fund is essential in accomplishing this. The Governmental Accounting Standards Board requires that General Fund balance elements be structured in five categories that span a continuum of use constraints that classify a fund's net resources from those that have the most constraints placed on their use to the least. What was formally accounted for as the "unrestricted" fund balance is now separated into "assigned" and "unassigned" fund balance accounts.*

- Nonspendable Fund Balance -- amounts that cannot be spent because of form (such as inventory) or because of legally or contractual requirements (such as the principal of an endowment fund, pre-paid items, or long-term receivables).
- Restricted Fund Balance -- amounts that are constrained to being used for a specific purpose by external parties (such as grantors, bondholders, or the state or federal governments), through constitutional provisions, or by enabling legislation. Such restrictions normally cannot be removed by City Council.
- Committed Fund Balance -- amounts committed by ordinance for specific purposes by the City Council itself. Council can likewise remove such constraints through an amending ordinance. These relate to expenditures that are not expected to occur routinely. Examples include reserves established by Council to construct a new facility or to purchase property for an industrial park.
- Assigned Fund Balance -- amounts that Council sets aside for specific purposes, but with fewer restrictions than intended with restricted or committed fund balance amounts. Examples include the City's special revenue, capital project, debt service, and budget or rate stabilization funds.
- Unassigned Fund Balance -- amounts that have not been restricted, committed, or assigned and are therefore available for any Council-authorized purpose.

In the case of municipal funds other than the General Fund (for example, utility and enterprise funds) assigned and unassigned fund balances remain combined in "unrestricted" fund balance accounts.

* GASB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions," effective for fiscal periods beginning after June 15, 2010.

Changes in Fund Balance – General Fund

	ACTUAL 2015-16	ACTUAL 2016-17	ACTUAL 2017-18	PROJECTED 2018-19	ADOPTED 2019-20
Revenues					
Property taxes	\$28,318,281	\$28,596,301	\$31,117,992	\$33,308,105	\$33,888,950
Local taxes	25,170,039	25,692,229	26,108,521	27,198,315	27,492,650
Fines and forfeitures	448,600	362,431	353,857	386,050	404,050
Permits, privilege fees, and regulatory licenses	292,979	252,914	225,545	221,482	228,970
Revenue from use of money and property	1,247,227	431,229	495,970	2,186,048	1,292,850
Charges for services	3,643,700	3,972,083	3,839,592	3,262,185	3,417,590
Miscellaneous & Contributions	75,629	87,624	63,935	71,798	125,350
Recovered costs	6,258,268	4,004,748	4,050,183	6,790,748	8,008,160
Intergovernmental ⁽¹⁾	18,999,342	19,642,484	19,306,928	19,326,580	20,381,010
Total revenues	<u>84,454,065</u>	<u>83,042,043</u>	<u>85,562,523</u>	<u>92,751,311</u>	<u>95,239,580</u>
Expenditures					
General government	8,226,128	7,934,783	8,236,640	8,203,056	11,129,690
Judicial administration	6,484,207	6,478,626	6,747,429	6,854,924	7,168,120
Public safety	26,980,813	28,354,090	27,525,523	29,624,019	30,837,850
Public Works	4,261,326	4,214,138	3,481,295	4,128,161	4,489,820
Health and welfare	9,075,251	8,883,746	9,062,591	8,071,997	9,349,140
Education	16,033,378	17,371,819	18,907,327	21,085,710	24,909,180
Parks, recreation, and cultural	4,898,583	4,698,731	4,672,626	4,578,819	5,215,350
Community development	2,019,270	3,305,842	2,770,748	2,163,384	1,934,790
Nondepartmental	8,963,385	8,955,634	6,978,650	8,792,145	10,752,810
Debt service					
Principal	1,639,111	3,083,791	3,077,253	3,285,464	-
Interest	1,391,981	1,654,888	1,594,610	1,599,647	-
Total expenditures	<u>89,973,433</u>	<u>94,936,088</u>	<u>93,054,692</u>	<u>98,387,327</u>	<u>105,786,750</u>
Excess of revenues over (under) expenditures	(5,519,368)	(11,894,045)	(7,492,169)	(5,636,017)	(10,547,170)
Other financing sources (uses)					
Transfers in	14,830,000	16,330,000	15,069,000	14,848,000	15,353,000
Transfers out	(8,725,720)	(11,216,315)	(11,273,371)	(8,789,919)	(6,855,830)
Bonds issued, including premium/discount	-	703,030	1,843,165	-	-
Refunding bonds issued	-	6,974,012	-	-	-
Payments to refunded bond escrow agent	342,282	(6,914,203)	(1,603,440)	-	-
Total other financing sources (uses)	<u>6,446,562</u>	<u>5,876,524</u>	<u>4,035,354</u>	<u>6,058,081</u>	<u>8,497,170</u>
Net change in fund balances	\$ 927,194	\$ (6,017,521)	\$ (3,456,815)	\$ 422,064	\$ (2,050,000)
Beginning Fund Balance	\$48,065,711	\$48,992,905	\$42,975,384	\$39,518,569	\$39,940,633
Ending Fund Balance	\$48,992,905	\$42,975,384	\$39,518,569	\$39,940,633	\$37,890,633

City recognizes the primary purpose of facilities and equipment is to support provision of public services. Using debt financing to meet the capital needs of the community, the City must balance between debt financing and "pay-as-you-go" methods. The City realizes failure to meet the demands of growth may inhibit its continued economic viability but also realizes too much debt may have detrimental effects.

Tax Supported Debt Outstanding, 6/30/2019		
General Fund	\$	30,550,844
Schools	\$	14,828,293
Total	\$	45,379,138

Current Tax-Supported Debt Obligations

FY	Principal	Interest	Total	Payout Ratio
TOTAL	\$ 45,379,138	\$ 12,668,711	\$ 58,047,849	
2020	3,548,057	1,650,696	5,198,753	7.8%
2021	3,696,557	1,503,548	5,200,104	16.0%
2022	3,834,431	1,361,309	5,195,741	24.4%
2023	3,137,836	1,221,868	4,359,704	31.3%
2024	3,272,283	1,110,391	4,382,674	38.5%
2025	3,407,382	978,118	4,385,501	46.0%
2026	3,541,005	840,625	4,381,630	53.9%
2027	2,029,371	698,175	2,727,547	58.3%
2028	2,007,007	614,522	2,621,529	62.7%
2029	2,080,271	544,097	2,624,368	67.3%
2030	1,864,128	479,689	2,343,817	71.4%
2031	1,908,746	422,190	2,330,936	75.6%
2032	1,964,239	362,438	2,326,677	80.0%
2033	1,917,764	299,866	2,217,630	84.2%
2034	1,976,674	234,858	2,211,532	88.6%
2035	1,755,677	167,496	1,923,173	92.4%
2036	1,637,498	103,483	1,740,981	96.0%
2037	923,918	48,895	972,813	98.1%
2038	566,006	20,214	586,220	99.3%
2039	310,288	6,233	316,520	100.0%

Debt Policy

General Authority

The Constitution of Virginia and State Code authorizes localities to issue debt within certain limitations. The Constitution restricts the amount of General Obligation debt – that is, debt payable from general municipal revenues and backed by the full faith and credit of a city – to 10% of the assessed valuation of real property in the jurisdiction plus any applicable limitations set forth in the city’s charter. In determining the debt applicable to the 10% legal debt limit, the following types of debt are excluded:

- Notes issued in anticipation of the collection of revenue and maturing within 12 months;
- Bonds secured by the full faith and credit of the municipality, for which the principal and interest payments are made with revenues earned by the utility or facility (double-barrel bonds);
- Bonds of the municipality, the principal and interest on which are payable exclusively from the revenues and receipts of a utility system or other specific undertaking from which a city may derive a revenue (revenue bonds); and
- Financial instruments on which the debt service payments are contingent upon annual appropriations by the governing body (lease purchase agreements and reimbursable agreements).

With the following exceptions, the City Charter is more restrictive in providing that no debt shall be issued until approved by a majority of the qualified voters at an election. Issuance of the following may be authorized by City Council without voters' approval:

- Up to \$6 million of bonds in any one fiscal year to finance capital expenditures, excluding capital improvements related to water, sewer, gas, and/or electric improvements.
- Up to \$10 million of bonds in any one fiscal year to finance capital expenditures relating to the City's water, sewer, gas, or electric systems or other undertaking from which the City may derive a revenue.
- Up to \$25 million of bonds or notes in anyone fiscal year for capital expenditures relating to the City's water treatment, wastewater treatment, stormwater treatment, solid waste disposal, or recycling facilities, and any extraordinary maintenance improvements or expansions of transmission, and distribution infrastructure for the electric or gas systems.
- Bonds of any amount necessary to pay costs or expenditures related to annexation.
- Refunding bonds issued to refinance existing debt.
- Notes issued in anticipation of revenue not to exceed \$500,000 with a maximum maturity of 24 months.
- Contractual obligations other than bonds and notes, such as lease-purchase contracts.

City of Danville Standards

The City will maintain the following standards to ensure a higher level of financial security than that afforded by meeting minimum State standards:

- Debt to Assessed Value: Debt supported by General Fund tax revenue will not exceed 3.0% of total taxable assessed value of property within City limits. For the purposes of calculating this ratio, assessed value shall include real property and personal property.

Fiscal Year	Assessed Value	Tax-Supported Debt	Debt to Assessed Value
2017	\$ 2,719,983,192	\$ 44,290,774	1.6%
2018	\$ 2,783,286,689	\$ 45,467,449	1.6%
2019	\$ 2,796,386,777	\$ 45,379,138	1.6%

- Debt Service to Expenditures: Debt service paid from general tax revenue will not exceed 10% of total General Fund Expenditures, including transfers out.

Fiscal Year	Tax Supported Debt Service	General Fund Expenditures	General Fund Expenditures
2017	\$ 4,543,213	\$ 94,936,088	4.79%
2018	\$ 4,671,863	\$ 93,054,692	5.02%
2019*	\$ 5,018,545	\$ 94,089,057	5.33%

*projected expenditures - unaudited

- Debt Payout Ratio: The City will structure its bond issues to maintain an overall 10-year payout ratio (the amount of principal retired within 10 years) of not less than 60%.
- Derivatives: The City will not use interest rate exchange agreements, swaps, or other derivatives in managing its debt portfolio.

Other standards adhered to by the City of Danville include the following:

- No debt will be issued until an ordinance has been adopted by Council by affirmative vote of two-thirds (six of nine) of its members.
- Long-term borrowing for capital improvements will be confined to such improvements and projects that cannot be reasonably financed from current revenues.
- In consideration of bond issue cost, bond issues shall be appropriately sized, preferably not less than \$3 million. Several projects may be grouped together in a single bond issue. However, no single project element should cost less than \$100,000, as lower level expenditures will be included in operating budgets and financed with current revenues.

- Capital improvements that are financed by issuing general obligation bonds, revenue bonds, or other long-term debt, including lease-purchase obligations, will be repaid within a period not to exceed the expected useful life of the improvement.
- Unless required to be credited to a trustee held account by requirements of a trust indenture, it is the accounting policy of the City to recognize temporary investment earnings on bond proceeds in the General Fund in order to match transfers out to the Debt Service Fund for bond interest expenditures.
- To maintain a predictable debt service burden, the City will give preference to debt that carries a fixed interest rate. However, consideration may be given to variable rate debt. Conservative estimates will be used in budgeting variable rate debt service interest expenses. Variable rate debt will be limited to no more than 20% of total outstanding debt.

Long & Medium-Term Debt

The City makes use of general obligation and revenue bonds for debt financing normally extending over 20 to 30 years and lease-purchase financing for debt paid over five to 10 years.

- General Obligation Bonds -- General obligation bonds will be used for public improvement projects that have a direct benefit to the citizens of Danville. General obligation bonds may be used to finance utility projects if doing so is more cost effective than using revenue bonds.
- Revenue Bonds -- The City uses revenue bonds to finance utility projects when general obligation bonds are not feasible or cost effective.
- Lease-Purchases -- Lease-purchase obligations, bonds, or other debt instruments may be used as a medium-term (4 to 10 years) method of borrowing for the financing of vehicles, specialized equipment, or capital improvements. Assets with a longer useful life may be lease financed if it is determined it is in the City's best interest. The equipment or improvement must have an expected life of more than five years and cost in excess of \$100,000. Such debt will be paid before expiration of the expected life of the equipment or improvement acquired.

Short-Term Debt

The City's policies regarding fund balance and unrestricted cash reserves are designed to eliminate the need to borrow to meet operating cash flow requirements. However, from time to time, as part of an overall plan to stabilize utility rates and manage its utility business over a multi-year planning period, the City may borrow on a short-term basis through the issuance of short-term notes or through the procurement of a line of credit. Security for the notes or line of credit may include a pledge of utility revenues on a gross or net basis or the general obligation pledge of the City. Bond Anticipation Notes (BANs) may be issued for capital related cash purposes to reduce the debt service during the construction period of a project or to provide interim financing. BAN financing is limited to five years or less.

Reference: City of Danville Financial Policies, Section 9 - Debt, amended May 2015

The City of Danville's Capital & Special Projects Plan (CSP) is a five-year presentation of proposed major capital and special projects for all municipal funds. The CSP specifies capital improvement or construction projects, which are tentatively identified for funding during the next five years, with the first year of the plan serving as the capital budget. General obligation bonds, state/federal funding, reprogrammed funds, and unreserved fund balance are the main funding for capital improvements. Additionally, "pay-as-you-go financing" (cash) is used to provide capital funding. Included are projects with provisions for blight removal, economic development, River District renovation, construction, replacement or rehabilitation of public facilities, technology infrastructure, major street improvements, equipment replacement, and utility infrastructure. Careful consideration is given annually to developing a CSP that is economically feasible and prudent, and will provide long-term benefits for the safety and well-being of the community.

The CSP is categorized into General Fund and Utility Fund projects. The proposed 2020-24 Five-Year CSP provides for total revenues and expenditures of \$212,263,605 of which FY 2020 projects total \$39,396,716. There are Unfunded/Unscheduled projects for years beyond FY 2024 in the amount of \$58,890,427.

FUNDING

Bonds

This CSP includes the issuance of \$12,984,102 in General Obligation Bonds during FY 2020 to fund projects in the Electric Fund and General Fund departments, including fire, parks & recreation, public works buildings and grounds, and streets. This represents approximately 33.0% of FY 2020 funding sources. Projects funded with bonds are not included in the Budget Appropriation Ordinance. These projects are appropriated by a separate Bond Appropriation Ordinance. Unused bond authorization from the prior fiscal year will be used due to General Fund projects exceeding the authorized amount of bonds for one fiscal year.

Pursuant to Chapter 9, Section 9.7 (A), (D), (E), and (F) of the City Charter, issuance of the following may be authorized by City Council without voter's approval:

- Up to \$6 million of bonds in any one fiscal year to finance capital expenditures excluding capital improvements related to water, sewer, gas, or electric improvements.
- Up to \$10 million of bonds in any one fiscal year to finance capital expenditures relating to the City's water, sewer, gas, electric systems, or other undertaking from which the City may derive a revenue.
- Up to \$25 million of bonds or notes in any one fiscal year for capital expenditures relating to the City's water treatment, wastewater treatment, stormwater treatment, solid waste disposal, recycling facilities, and any extraordinary maintenance improvements or expansions of transmission and/or distribution infrastructure for the electric or gas systems.
- Refunding bonds issued to refinance existing debt.

State and Federal Funding

State grants from the Virginia Department of Transportation (VDOT) Revenue Sharing program provide funding for Public Works street projects. Other State grants provide funding for various airport projects. FY 2020 proposes funding in the amount of \$9,064,573, approximately 23.0% of FY 2020 project funding.

State Aid to Localities

Virginia Fire Service Program provides funding for qualified projects. These projects are required to fund purchases not included in the Fire Department's operating budget. With the 1987 annexation, the City used these funds in combination with General Fund current revenues to pay debt service for lease-purchases of fire apparatus equipment. In FY 2004, a Fire Apparatus Replacement Program was instituted to provide pay-as-you-go funding of new fire trucks and equipment. Fire pumper trucks have an average life of 15 years and ladder trucks 20 years. The FY 2020 CSP includes \$500,000 toward the Apparatus/Equipment Plan with estimated State funding in the amount of \$120,000.

Current Revenues

This category provides total FY 2020 funding in the amount \$5,114,890, representing 13.0% of FY 2020 funding sources. Utility revenues provide \$3,759,960 while the General Fund provides support of \$1,354,930.

Unreserved Fund Balance

Transfers from the unreserved fund balance includes \$1,200,000 from the General Fund, \$594,850 from the Gas Fund, and \$245,160 from the Telecommunications Fund and represents 5.2% of project funding.

Reprogrammed Funds

This funding source represents project funding appropriated prior to July 1, 2019. These funds result when a project is completed under budget and unexpended funds are transferred to the unallocated account. The funds remain in the capital fund and are available for project overruns or new project request as included in the FY 2020 capital request. This CSP has funding from this source in the amount of \$2,011,011 from the General Fund and \$600,000 from the Wastewater Fund. The total reprogrammed funds of \$2,611,011 and is approximately 6.6% of FY 2020 project funding. The reprogrammed funding for the General Fund includes the use of a prior year appropriation from Unreserved Fund Balance for stadium improvements at GWHS. The funds are proposed to be reprogrammed to provide the local share for private donations and or grants for a Track & Field Facility. If the outside funding is not realized, the local share will return to an unallocated account for future projects as authorized by City Council.

Other Funding Sources

Included in the FY 2020 CSP is the recommendation to use of Contribution-in-Aid (\$50,000) to fund the DIG project in the Special Revenue Fund for Gateway Corridor Landscaping. Also included in this category is use of \$1,000,000 from the VDOT Street Maintenance Fund to provide the local match for repairs to the MLK Bridge using State of Good Repair State funding.

PROJECTS

General Fund

Community Development – The Blight Removal Project benefits the City by eliminating derelict structures and repairing owner-occupied structures. Reduction in property blight should stimulate improvement in the housing market and reduce demands on municipal services. The City’s image as a great place to live, work, and raise a family will be enhanced.

Economic Development – This category includes the International Recruitment Implementation, River District Purchase and Improvement Plan and Industrial Site Development. Funding for these projects is provided by a transfer from Unreserved Fund Balance and \$200,000 of Current Revenues.

Fire Department – This category provides for the Fire Apparatus/Equipment Replacement Plan. The Fire projects use State Aid to Localities in the amount of approximately \$120,000. This is an annual revenue and has to be used for capital expenditures not included in the department’s operating budget.

Information Technology – Technology continues to change and the City needs to stay current with the latest infrastructure, end-of-life replacements of hardware and enhancements that will make the organization more efficient and effective. Projects in this category include the Computer Plan providing for infrastructure needs, Enterprise Resource Planning providing upgrades and enhancements to the City’s financial and human resource management systems, and geographic information system upgrades.

Parks and Recreation – Projects in this category include facilities and improvements, Riverwalk Trail maintenance, City auditorium improvements, the Riverfront Park, and park paving projects. Maintaining modern recreational facilities is important to maintaining Danville’s favorable quality of life.

Police – Projects in the Police Department include the continued expansion of closed-circuit television system, and year three of five for the continued replacement of body-worn cameras and tasers for all police officers. The Adult Detention facility improvements includes the purchase of a new washer and dryer in FY 2021. This is a multi-faceted and comprehensive approach to renovating the facility.

Public Works – General maintenance of Buildings and Grounds provides for major repairs and maintenance of city-owned buildings. An annual appropriation for this project is included each year. City parking lots, roofs, elevators and heating, ventilating, and air conditioning (HVAC) systems are aging and there is a need to establish a plan to address these areas. Other projects include River District street improvements, stormwater improvements, general street improvements, and removal of the White Mill Dam (grant funding is being sought). The VDOT revenue sharing program will provide funding for most street projects.

Public Schools – The Schools projects include improvements for several schools over the next five years. Also included is the local funding for renovations to a portion of GWHS to build a Cyber Security/Robotics Academy.

Transportation Department – Airport projects include terminal apron rehab and expansion, primary runway underdrain/pavement crack repair, hangar design and construction, and site prep for hangar construction.

Utility Funds

Sewer/Wastewater - Public Works sewer projects include annual funding for sewer line reconstruction and new sewer lines/inflow and infiltration reduction. Other major sewer projects scheduled include replacement of Apple Branch Sewer lines (FY 2020 and FY 2021), Fall Creek Sewer Reconstruction (FY 2023), and Luna Lake Sewer lines (FY 2024). Wastewater Treatment Plant projects include continuation of the Northside Plant process modifications.

Water – Many of the City’s water mains and service lines are old, deteriorating, and have outlived their life expectancies. The Water Line Reconstruction project is a multi-year effort to address the replacement of pipelines causing continuous problems.

Gas – The Cast Iron Main Replacement Project began in 1994 to replace old cast iron and steel pipelines that have deteriorated and can present a safety hazard.

Electric – Distribution, Substation, Load Management, and Administration projects are included over the next five years. Projects include street light upgrades, system reliability inspections, behind the meter generation, and substation upgrades. The Weatherization – Energy Efficiency Program was implemented in September 2010 to provide Danville Utilities Power & Light Division with the necessary revenue to continue funding our energy efficiency incentive, education, and customer outreach programs.

Telecommunications – nDanville has gradually extended its service to residential neighborhoods on a pay-as-you-go basis. The deployment will continue to expand nDanville into residential neighborhoods while operating debt free. A portion of the FY 2020 funding is proposed from Current Revenues and Telecommunications fund balance.

PROJECT SUMMARIES

On the following pages are five-year CSP summary tables listing all capital projects by Fund/Department. Additionally, FY 2020 project funding sources for General, Water, Gas, Electric and Telecommunication Funds are included. Project details are included in the document under the department or fund providing oversight.

ALL FUNDS

CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020 - 2024

Fund/Department	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024 +	5 Yr Total
<u>General Fund</u>						
Non-Departmental	\$ 260,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 460,000
Community Development	400,000	650,000	600,000	500,000	500,000	2,650,000
Economic Development	1,450,000	4,350,000	3,850,000	3,350,000	3,100,000	16,100,000
Fire Department	500,000	510,000	770,000	530,000	540,000	2,850,000
Information Technology	343,885	978,000	471,500	1,100,000	350,000	3,243,385
Parks & Recreation	7,780,000	3,170,000	1,170,000	945,000	145,000	13,210,000
Police Department - Admin	236,952	25,310,882	236,952	75,000	75,000	25,934,786
Police Department - Adult Detention	-	70,000	-	-	-	70,000
P/W - Building & Grounds	925,000	1,415,000	995,000	1,205,000	2,375,000	6,915,000
P/W Engineering & Street	6,895,680	4,420,008	3,000,000	2,900,000	3,000,000	20,215,688
P/W Eng & Streets - Unfunded/Unscheduled	-	-	-	-	58,890,427	58,890,427
Public Schools	3,364,102	2,000,000	2,000,000	2,000,000	2,000,000	11,364,102
Transportation Services	4,041,097	849,360	944,278	267,907	357,475	6,460,117
General Fund Total	\$ 26,196,716	\$ 43,923,250	\$ 14,037,730	\$ 12,872,907	\$ 71,332,902	\$ 168,363,505
<u>Wastewater Fund</u>						
Sewers	\$ 1,350,000	\$ 1,350,000	\$ 1,350,000	\$ 1,350,000	\$ 1,350,000	\$ 6,750,000
Wastewater Treatment	600,000	600,000	600,000	-	-	1,800,000
Wastewater Fund Total	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,350,000	\$ 1,350,000	\$ 8,550,000
<u>Water Fund</u>						
Distribution	\$ 1,000,000	\$ 1,100,000	\$ 500,000	\$ -	\$ -	\$ 2,600,000
Water Treatment	-	-	-	-	-	-
Water Fund Total	\$ 1,000,000	\$ 1,100,000	\$ 500,000	\$ -	\$ -	\$ 2,600,000

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ALL FUNDS
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020 - 2024

Fund/Department	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024 +	5 Yr Total
<i><u>Gas Fund</u></i>						
Distribution	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 4,500,000
Gas Fund Total	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 4,500,000
<i><u>Electric Fund</u></i>						
Distribution	\$ 4,000,000	\$ 2,400,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 13,900,000
Sub-Station	3,000,000	2,000,000	2,000,000	2,000,000	2,000,000	11,000,000
Loan Management	1,500,000	-	-	-	-	1,500,000
Miscellaneous	-	500,000	500,000	-	-	1,000,000
Electric Fund Total	\$ 8,500,000	\$ 4,900,000	\$ 5,000,000	\$ 4,500,000	\$ 4,500,000	\$ 27,400,000
<i><u>Telecommunications</u></i>						
Distribution	\$ 250,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 850,000
Telecommunications Total	\$ 250,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 850,000
Totals Projects-All Funds	\$ 39,396,716	\$ 53,673,250	\$ 23,287,730	\$ 18,722,907	\$ 77,182,902	\$ 212,263,505
Funding:						
General Fund Revenues	\$ 1,354,930	\$ 6,955,758	\$ 6,799,908	\$ 5,958,581	\$ 5,992,475	\$ 27,061,652
Fund Balance	2,040,040	5,400,000	4,900,000	3,250,000	3,000,000	18,590,040
Aid to Localities-VA Fire Program	120,000	120,000	120,000	120,000	120,000	600,000
Utility Fund Revenues	3,759,960	4,600,000	4,100,000	1,850,000	1,850,000	16,159,960
To Be Determined	3,912,100	29,500,000	2,000,000	2,000,000	60,890,427	98,302,527
State/Federal Grants	9,064,573	3,047,492	1,317,822	1,494,326	1,280,000	16,204,213
Reprogrammed Funds	2,611,011	-	-	-	-	2,611,011
Other	3,500,000	-	-	-	-	3,500,000
Contribution in Aid	50,000	50,000	50,000	50,000	50,000	250,000
Bonds	12,984,102	4,000,000	4,000,000	4,000,000	4,000,000	28,984,102
Total Funding-All Funds:	\$ 39,396,716	\$ 53,673,250	\$ 23,287,730	\$ 18,722,907	\$ 77,182,902	\$ 212,263,505

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The next tables present the FY 2020 projects for each fund by funding source.

**GENERAL FUND
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Community Development</u>						
Comprehensive Blight Removal	\$ 400,000		\$ -	\$ -	\$ -	\$ 400,000
Total Community Development	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
<u>Economic Development</u>						
River District Property Purchase & Improvement Plan	\$ 150,000	\$ 1,200,000	\$ -	\$ -		\$ 1,350,000
International Recruitment Implementation	100,000	-	-	-	-	100,000
Total Economic Development	\$ 250,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ 1,450,000
<u>Information Technology</u>						
Computer plan		\$ -	\$ -	\$ -	\$ 250,000 (1)	\$ 250,000
Enterprise Resource Planning Enhancements & Upgrades	38,205	-	-	-	55,680 (1)	93,885
Total Information Technology	\$ 38,205	\$ -	\$ -	\$ -	\$ 305,680	\$ 343,885
(1) Reprogrammed						
<u>Non-Departmental</u>						
Addition to Northside Rescue Station	\$ -	\$ -	\$ 260,000	\$ -	\$ -	\$ 260,000
Total Non-Departmental	\$ -	\$ -	\$ 260,000	\$ -	\$ -	\$ 260,000
<u>Police</u>						
Tasers & BWCs (5-yr Contract)	\$ 71,195	\$ -	\$ -	\$ -	\$ 90,757 (1)	\$ 161,952
Close Circuit Television System Expansion	75,000	-	-	-	-	75,000
3D Laser Scanner		-	-	-		-
Total Police	\$ 146,195	\$ -	\$ -	\$ -	\$ 90,757	\$ 236,952
(1) Reprogrammed Funds						
<u>Fire</u>						
Fire Apparatus and Equipment Replacement Plan	\$ 120,000 (2)	\$ -	\$ 380,000	\$ -	\$ -	\$ 500,000
Total Fire	\$ 120,000	\$ -	\$ 380,000	\$ -	\$ -	\$ 500,000
(2) Aid to Localities						

FY 2020 Adopted Budget
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**GENERAL FUND
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i><u>Public Works - Engineering & Streets</u></i>						
General Street Improvements					\$ 200,000 (1)	\$ 200,000
Gateway Corridor Landscaping Imprv					50,000 (3)	50,000
Intersection Improvmnt-Riverside/Audubon				216,500		216,500
State of Good Repair-MLK Bridge NBL				3,657,500	1,000,000 (4)	4,657,500
State of Good Repair-Resurfacing				998,000		998,000
Riverside Drive Reconstruction			50,000	50,000		100,000
Riverwalk Multi-Use Trail	36,000			357,680	5,000 (1)	398,680
Stormwater Improvements	100,000		50,000		50,000 (1)	200,000
City-Wide Wayfinding Signage	75,000					75,000
Total Public Works-Engineering & St	\$ 211,000	\$ -	\$ 100,000	\$ 5,279,680	\$ 1,305,000	\$ 6,895,680

(1) Reprogrammed Funds

(3) DIG Funds (Special Revenue Fund)

(4) VDOT St Maint Funds (Fund 15)

Public Works - Buildings

Elevator Replacement			\$ 275,000			\$ 275,000
Roof Replacement - City Buildings			250,000			250,000
General Maintenance of Buildings & Grounds	150,000					150,000
City-Owned Parking Lots			100,000			100,000
Exterior Painting-City-Owned Buildings	-		100,000			100,000
Emergency Generators			50,000			50,000
Total Public Works-Buildings	\$ 150,000	\$ -	\$ 775,000	\$ -	\$ -	\$ 925,000

(3) Transfer from Special Grants (DIG)

FY 2020 Adopted Budget
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**GENERAL FUND
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Parks Recreation Tourism</u>						
Facility Improvements			\$ 105,000			\$ 105,000
Park Improvements	34,530				15,470 (1)	50,000
Parks Paving Projects	50,000					50,000
Parks & Recreation Equipment Acquisition	50,000					50,000
Riverfront Park					2,500,000 (5)	2,500,000
Track & Field Facility					5,000,000 (1) & (6)	5,000,000
Riverwalk Trail	25,000					25,000
Total Parks & Recreation	\$ 159,530	\$ -	\$ 105,000	\$ -	\$ 7,515,470	\$ 7,780,000
(1) Reprogrammed Funds						
(5) Donation						
(6) To Be Determined						
<u>Transportation Services</u>						
Terminal Apron Rehab (State & Federal)				\$ 3,572,164	\$ 53,891 (1)	\$ 3,626,055
Terminal Apron Rehab (State Only)				107,718	18,431 (1)	126,149
Primary Runway Underdrain/Pavement Crack Repair				105,011	183,882 (1)	288,893
Total Transportation Services	\$ -	\$ -	\$ -	\$ 3,784,893	\$ 256,204	\$ 4,041,097
(1) Reprogrammed						
<u>Support of Public Schools</u>						
School Improvements			\$ 2,000,000			\$ 2,000,000
GWHS = IT & Robotics Academy			1,364,102			1,364,102
Total Transportation Services	\$ -	\$ -	\$ 3,364,102	\$ -	\$ -	\$ 3,364,102
Total Project Funding:	\$ 1,474,930	\$ 1,200,000	\$ 4,984,102	\$ 9,064,573	\$ 9,473,111	\$ 26,196,716
	1,474,930	1,200,000	4,984,102	9,064,573	9,473,111	26,196,716
(1) Reprogrammed Funds						
(2) Aid to Localities Fire Funds (General Fund)	120,000				-	
(3) DIG Funds (Special Revenue Fund)					50,000	
(4) VDOT St Maint Funds (Fund 14)					1,000,000	
(5) Donations					2,500,000	
(6) To Be Determined					3,912,100	
	\$ 120,000				\$ 9,473,111	

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**WASTEWATER FUND
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>Public Works Sewers</i>						
Apple Branch Sewer Line Replacement	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Sewer Line Reconstruction	300,000	-	-	-	-	300,000
New Sewer Lines/Inflow Infiltration Red	250,000	-	-	-	-	250,000
Total Water Distribution	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000
<i>Wastewater Treatment</i>						
Norside Process Plant Modifications	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
Total Water Treatment Plant	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
Total Projects:	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 600,000	\$ 1,950,000

**WATER FUND
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>Water Distribution</i>						
Water Line Reconstruction	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Total Water Distribution	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Total Projects:	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

FY 2020 Adopted Budget
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Capital and Special Projects Highlights

GAS FUND
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>Gas Distribution</i>						
Cast Iron Main Replacement	\$ 905,120	\$ 594,880	\$ -	\$ -	\$ -	\$ 1,500,000
Total Gas Distribution	\$ 905,120	\$ 594,880	\$ -	\$ -	\$ -	\$ 1,500,000
(1) Reprogrammed Funds						
Total Projects:	\$ 905,120	\$ 594,880	\$ -	\$ -	\$ -	\$ 1,500,000

TELECOMMUNICATIONS FUND
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>n Danville</i>						
Fiber to the Home	\$ 3,570	\$ 246,430	\$ -	\$ -	\$ -	\$ 250,000
Total n Danville	\$ 3,570	\$ 246,430	\$ -	\$ -	\$ -	\$ 250,000
Total Projects:	\$ 3,570	\$ 246,430	\$ -	\$ -	\$ -	\$ 250,000

FY 2020 Adopted Budget
Budget Summary
Capital and Special Projects Highlights

**ELECTRIC FUND
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

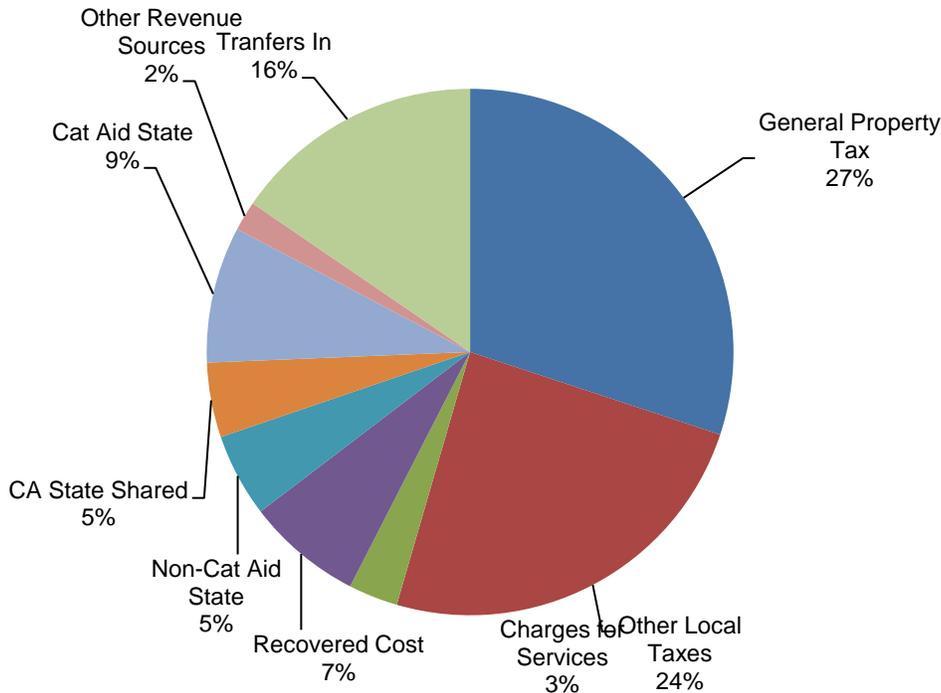
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i><u>Distribution</u></i>						
Street Light Upgrade	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Line Rebuilds/25kV Conversion	-	-	2,000,000	-	-	2,000,000
System Reliability Inspections	500,000	-	-	-	-	500,000
Total Distribution	\$ 500,000	\$ -	\$ 3,500,000	\$ -	\$ -	\$ 4,000,000
<i><u>Load Management</u></i>						
Behind the Meter Generation	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Total Load Managemet	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
<i><u>Substations</u></i>						
Substation Upgrades	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000
Total Substations	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000
Total Projects:	\$ 500,000	\$ -	\$ 8,000,000	\$ -	\$ -	\$ 8,500,000

The General Fund provides for the basic services extended to all residents of the City, including public safety, streets and highways, environmental protection, recreation, library, social services, and general administration. It also includes significant contributions to the operation of the Danville Public School System, constitutional offices, and other agencies and boards. Most General Fund services are non-revenue producing, thereby requiring the use of the ad valorem property taxes and other General Fund related revenue sources to provide funding. The Utility Funds provide significant support of General Fund operations through interfund transfers. The following pages include information on General Fund revenues and expenditures in summary form.

Summary of Revenues

Revenue	Adopted Budget	
General Property Tax	\$ 33,888,950	29%
Other Local Taxes	\$ 27,492,650	24%
Charges for Services	\$ 3,417,590	3%
Recovered Cost	\$ 8,008,160	7%
Non-Cat Aid State	\$ 5,772,700	5%
CA State Shared	\$ 5,174,940	5%
Cat Aid State	\$ 9,433,370	8%
Other Revenue Sources	\$ 2,051,220	2%
Transfers In	\$ 17,403,000	15%
	\$ 112,642,580	100%

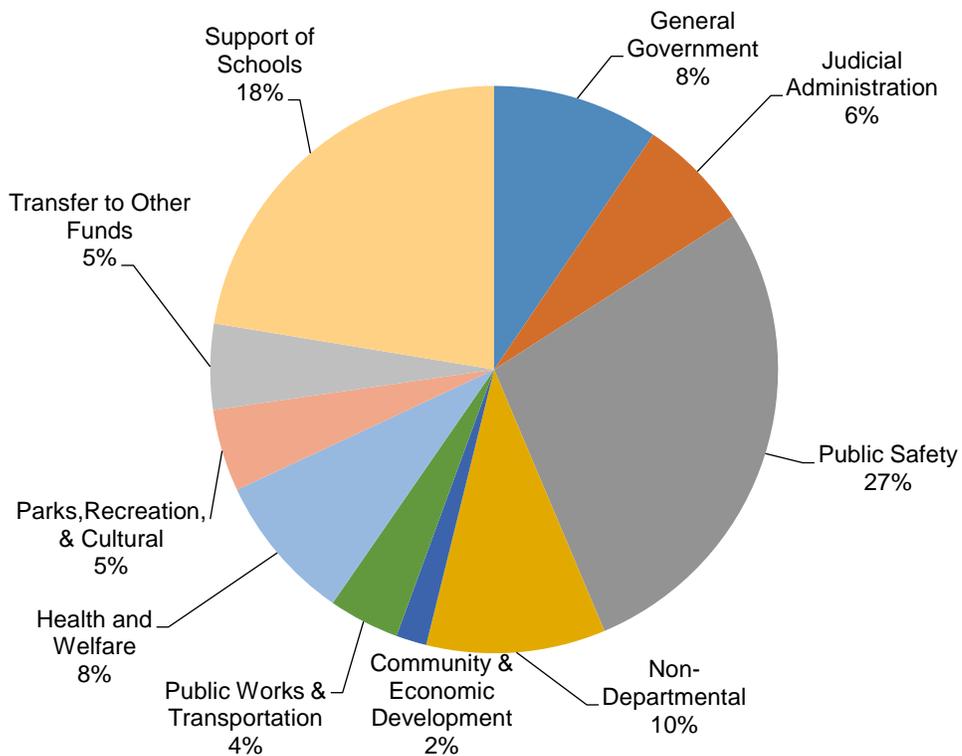
General Fund Revenues



Summary of Expenditures by Function

	Adopted Budget	
General Government	\$ 10,534,690	9%
Judicial Administration	\$ 7,168,120	6%
Public Safety	\$ 30,837,850	27%
Non-Departmental	\$ 11,347,810	10%
Community & Economic Development	\$ 1,934,790	2%
Public Works & Transportation	\$ 4,489,820	4%
Health and Welfare	\$ 9,349,140	8%
Parks, Recreation, & Cultural	\$ 5,215,350	5%
Transfer to Other Funds	\$ 5,432,050	5%
Support of Schools	\$ 24,909,180	22%
Support of Other Entities	\$ 1,423,780	1%
	\$ 112,642,580	100%

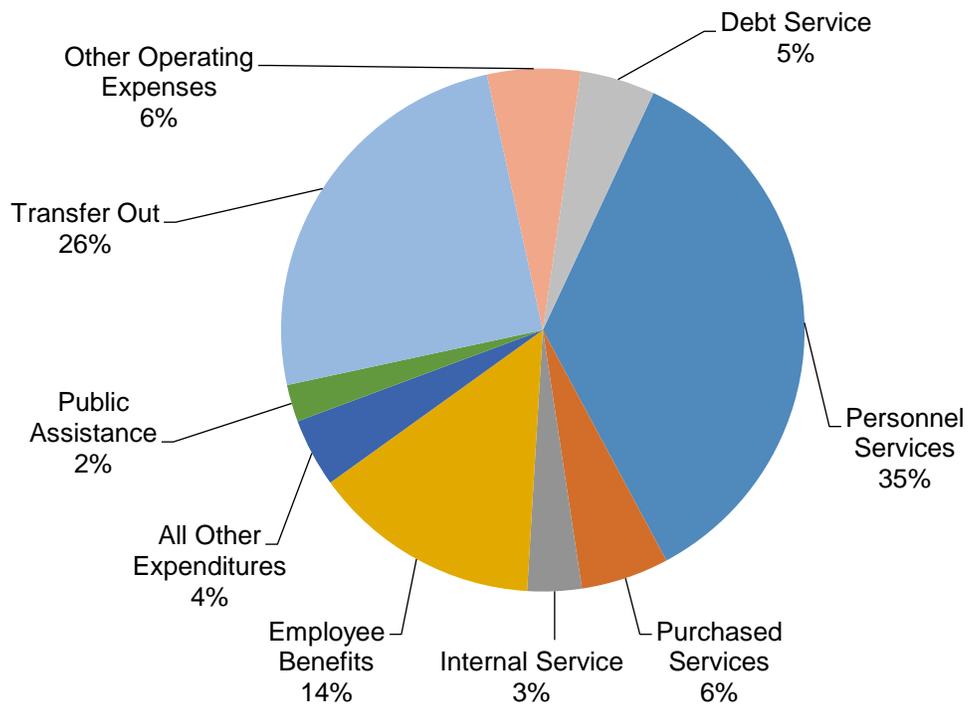
General Fund Appropriations



Summary of Expenditures by Activity

	Adopted Budget	
Personnel Services	\$ 39,675,530	35%
Purchased Services	\$ 6,127,620	5%
Internal Service	\$ 3,774,090	3%
Employee Benefits	\$ 15,908,000	14%
All Other Expenditures	\$ 4,781,410	4%
Public Assistance	\$ 2,588,080	2%
Transfer Out	\$ 28,094,550	25%
Other Operating Expenses	\$ 6,489,480	6%
Debt Service	\$ 5,203,820	5%
	\$ 112,642,580	100%

General Fund Appropriations



History of Revenues

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	Increase/ (Decrease)
General Property Tax	\$ 28,825,313	\$ 31,354,362	\$ 32,091,420	\$ 33,888,950	\$ 1,797,530
Other Local Taxes	\$ 25,471,522	\$ 25,880,420	\$ 26,381,000	\$ 27,492,650	\$ 1,111,650
Licenses, Permits, Privilege	\$ 252,915	\$ 235,625	\$ 252,950	\$ 228,970	\$ (23,980)
Fines/Forfeiture	\$ 424,524	\$ 411,412	\$ 463,550	\$ 404,050	\$ (59,500)
Rev-Use Money/Property	\$ 1,289,315	\$ 1,205,941	\$ 1,188,150	\$ 1,292,850	\$ 104,700
Charges for Services	\$ 3,332,179	\$ 3,262,242	\$ 3,672,950	\$ 3,417,590	\$ (255,360)
Miscellaneous Revenue	\$ 30,686	\$ 31,812	\$ 125,100	\$ 125,350	\$ 250
Recovered Cost	\$ 5,513,740	\$ 5,774,343	\$ 5,967,800	\$ 8,008,160	\$ 2,040,360
Non-Cat Aid State	\$ 5,927,329	\$ 5,798,012	\$ 5,973,000	\$ 5,772,700	\$ (200,300)
CA State Shared	\$ 4,727,388	\$ 4,879,025	\$ 5,124,990	\$ 5,174,940	\$ 49,950
Cat Aid State	\$ 8,894,403	\$ 8,609,998	\$ 9,386,150	\$ 9,433,370	\$ 47,220
Transfers In	\$ 16,330,000	\$ 15,069,000	\$ 14,798,000	\$ 15,353,000	\$ 555,000
Transfers from Fund Balance	\$ -	\$ -	\$ 3,145,900	\$ 2,050,000	\$ (1,095,900)
	\$ 101,019,314	\$ 102,512,192	\$ 108,570,960	\$ 112,642,580	\$ 4,071,620

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General Property Tax

The property tax is one of the major revenue sources for the General Fund. It provides 28.9% of the General Fund's revenues.

Real Estate Tax: The tax rate is 80 cents per hundred dollar valuation. The City reassesses all property bi-annually. This budget includes a 4 cents increase per hundred dollar valuation. The impact is estimated to be \$880,000 additional revenue which will provide an increase for Support of Schools. In addition, the actual collections for delinquent Real Estate taxes has exceeded the FY 2019 budget estimate as of the printing of this budget. In order to meet requirements of State Legislation pertaining to localities that use body-worn cameras for public safety personnel, the Commonwealth Attorney has requested additional supplements for employees in lieu of additional personnel. This legislation was passed after the Administration balanced the budget; therefore, the Administration, based on actual collections proposes an increase in Delinquent Real Estate tax revenue to provide funding for salary supplements for personnel in the Commonwealth Attorney's Office.

Personal Property Tax: The tax rate is \$3.50 per hundred dollar valuation. This budget includes a 10 cents per hundred dollar valuation. The tax rate will be effective January 1, 2020. This tax rate had not been increased per records researched back to the 1960s. One half of the increase will be realized in FY 2020 with the full year impact in FY 2021. The increase for FY 2020 is estimated to be \$150,000 additional revenue for this fiscal year. In addition, the City will turn over delinquent property taxes to our collection agency which will provide an estimated increase in the amount of \$125,000.

Machine and Tolls Tax: This tax is set at \$1.50 per hundred dollar valuation and is imposed upon industry.

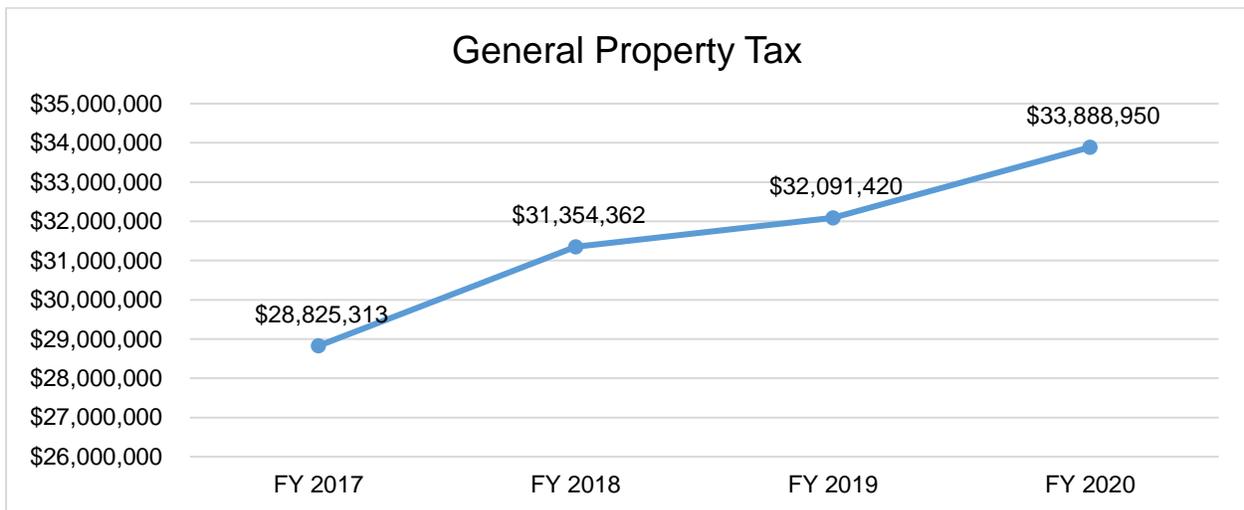
Public Service Tax: The revenues for this group are set by the State Corporation Commission and represent taxable utility property within the City limits.

Regional Partnership Shared Tax: The City and Pittsylvania through the Regional Industrial Facility Authority owns two industrial parks, one in the City (Cyber Park) and one located in the county, Cane Creek Industrial Park. This revenue source reflects the shared revenue from the Cane Creek Industrial Park.

Other: This group includes Machinery/Tools, Aircraft, and Mobile Homes taxes as well as penalties and interest on delinquent taxes.

General Property Tax

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Real Estate Tax	\$ 16,217,706	\$ 17,642,927	\$ 17,690,000	\$ 18,713,750	\$ 1,023,750
Personal Property Tax	9,606,752	10,476,561	11,450,000	11,975,480	525,480
Machinery & Tools Tax	1,404,769	1,602,558	1,395,000	1,606,000	211,000
Public Service Taxes	370,393	377,172	372,000	373,000	1,000
Regional Partnership	292,333	299,999	290,000	300,000	10,000
Penalties & Interest	655,169	671,372	630,000	650,000	20,000
Other	278,191	283,773	264,420	270,720	6,300
Totals	28,825,313	31,354,362	32,091,420	33,888,950	1,797,530



Other Local Taxes

Other Local Taxes is comprised of seven major revenues and represents 24% of General Fund Revenues.

Local Sales Tax: A 1% local origin sales tax generates an anticipated \$9,150,000 for the new year.

Business Tax: The Business and Professional License Tax is levied on businesses operating within the City. The rate is based on the business class (whole merchants, retail merchants, professional occupations, services, etc.).

Meals Tax: A tax rate increase from 6% - 6.5% was adopted FY 2019.

Hotel/Motel Tax: This tax rate increased effective July 1, 2019 from 7% to 8%. The anticipated increase in this revenue source is estimated to be \$155,000.

Auto License Registration: Vehicles registered in the City are required to pay a registration fee based on the weight of the vehicle (\$25 for vehicles up to one ton and \$175 for vehicles 3.5 ton and over). This revenue reflects a flat revenue stream.

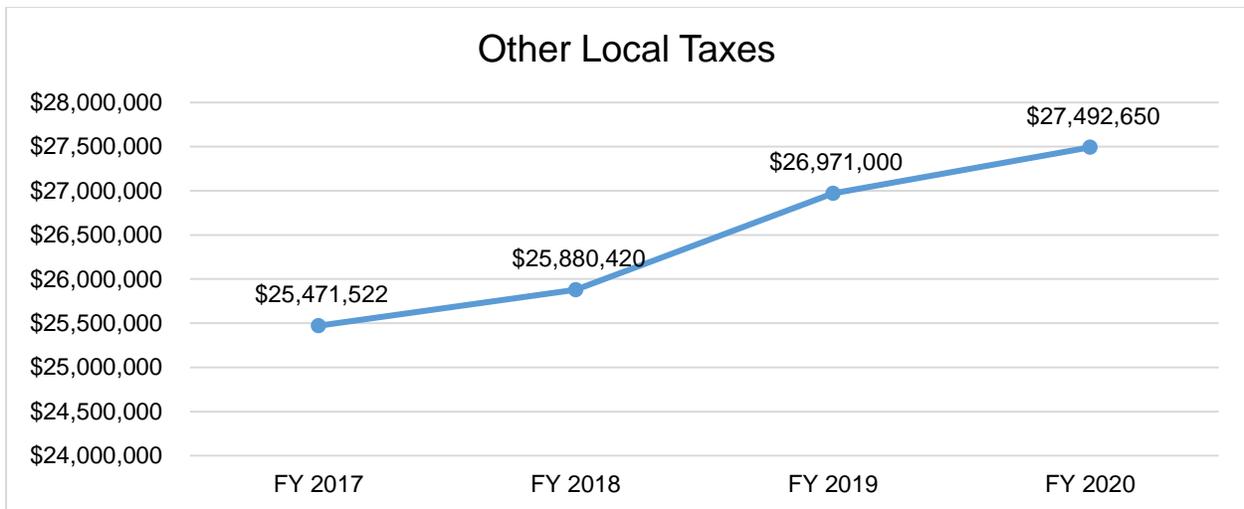
Bank Stock Tax: This revenue reflects Bank Franchise Tax of the net capital of banks located with the City. The rate is \$0.40 on each \$100 of taxable value.

Utility Taxes: There are two categories for this revenue: Utility Consumption Tax (tax on consumers of utility electric services and based on kilowatts consumed), Consumer Utility Tax (monthly tax imposed on each purchase of electricity delivered to consumers by a services provider).

Other: Included in this category are Recordation Taxes, Daily Property Rental Tax, and Motor Vehicle Tax.

Other Local Taxes

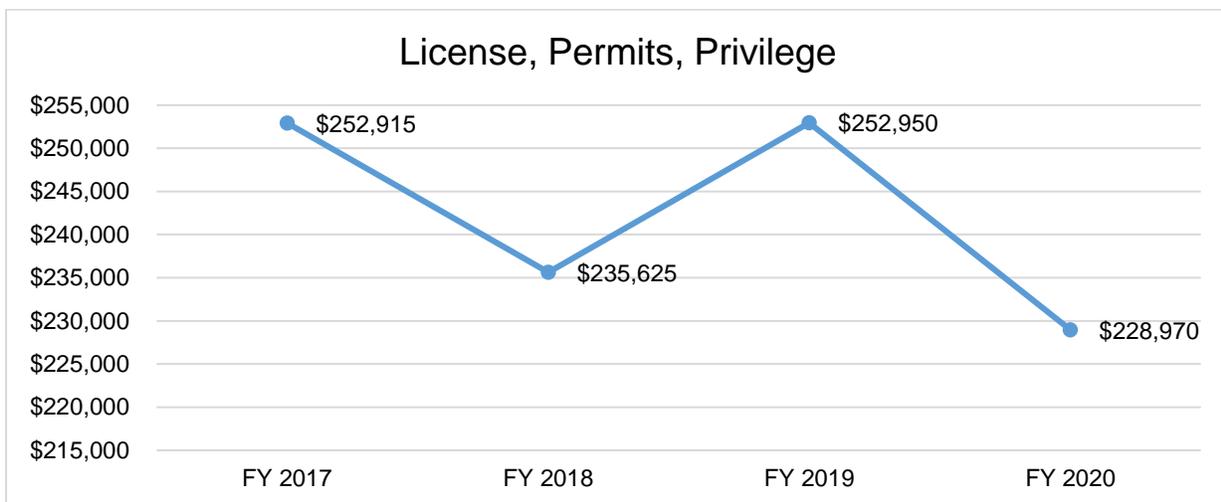
	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Local Sales Tax	\$ 8,766,302	\$ 8,888,192	\$ 8,850,000	\$ 9,150,000	\$ 300,000
Bus & Occup License	5,207,831	5,044,176	5,200,000	5,200,000	-
Prepared Meals Tax	7,477,414	7,721,153	8,840,000	8,400,000	(440,000)
Utility Consumption Tax	193,275	191,752	193,000	193,000	-
Consumer Utility Tax	767,215	785,572	770,000	782,000	12,000
Hotel/Motel Tax	856,547	1,016,889	950,000	1,514,250	564,250
Auto License Registration	1,002,294	957,982	1,000,000	990,000	(10,000)
Bank Stock Tax	812,842	924,322	800,000	900,000	100,000
Other	387,802	350,382	368,000	363,400	(4,600)
Totals	\$ 25,471,522	\$ 25,880,420	\$ 26,971,000	\$ 27,492,650	\$ 521,650



License, Permits, Privilege

This group of revenues is directly linked to the local economy and reflects growth within the community. The FY 2020 Budget reflects moderate decreases in Building, Mechanical, and Plumbing permits and inspections.

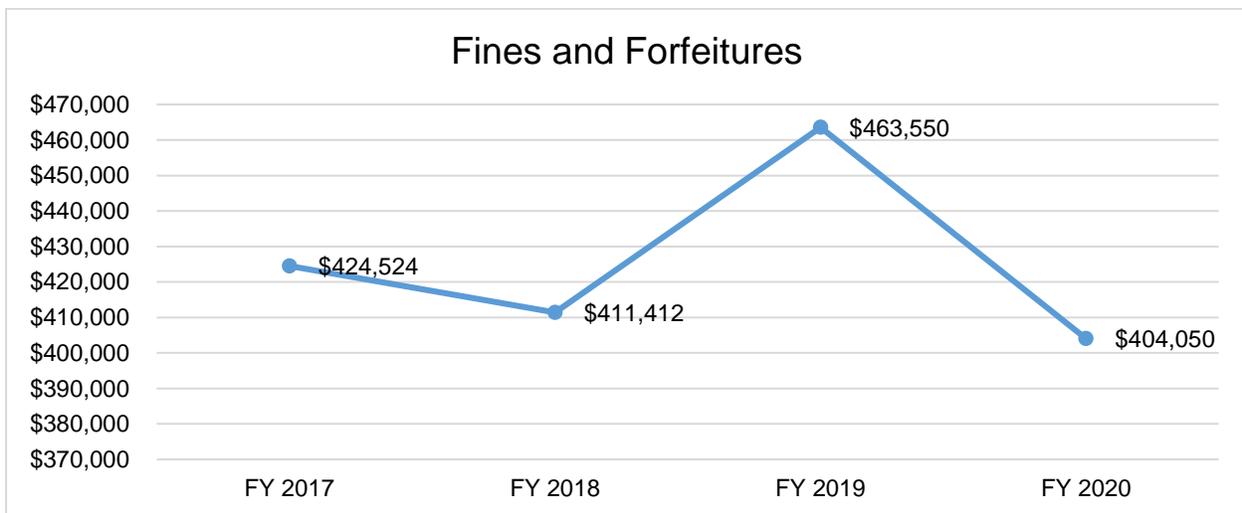
	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Inspection Fees	\$ 184,192	\$ 169,026	\$ 188,940	\$ 156,760	\$ (32,180)
Concealed Weapon Permits	17,080	21,081	12,000	20,000	8,000
Dog Tags	15,955	16,412	15,000	16,400	1,400
Stormwater Mgt Permit Fee	13,860	10,224	15,000	13,700	(1,300)
Planning Commission Fees	8,050	5,250	7,000	7,200	200
Other	13,778	13,632	15,010	14,910	(100)
Totals	\$ 252,915	\$ 235,625	\$ 252,950	\$ 228,970	\$ (23,980)



Fines and Forfeiture

This group of revenues provides approximately 0.42% of General Fund revenues. The main category is General District Court fines and fees and reflects a mixed trend of ups and downs.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
General District Court	\$ 241,630	\$ 218,916	\$ 300,000	\$ 250,000	\$ (50,000)
Circuit Court	18,084	12,334	20,000	15,000	(5,000)
Courthouse Security	51,237	48,520	60,000	50,000	(10,000)
Court Cost-Bldg Maint	20,259	20,266	22,000	20,000	(2,000)
Court Cost Law Library	17,408	30,721	23,000	25,000	2,000
Parking Tickets	15,570	16,700	16,000	16,500	500
Other	60,336	63,955	22,550	27,550	5,000
Totals	\$ 424,524	\$ 411,412	\$ 463,550	\$ 404,050	\$ (59,500)



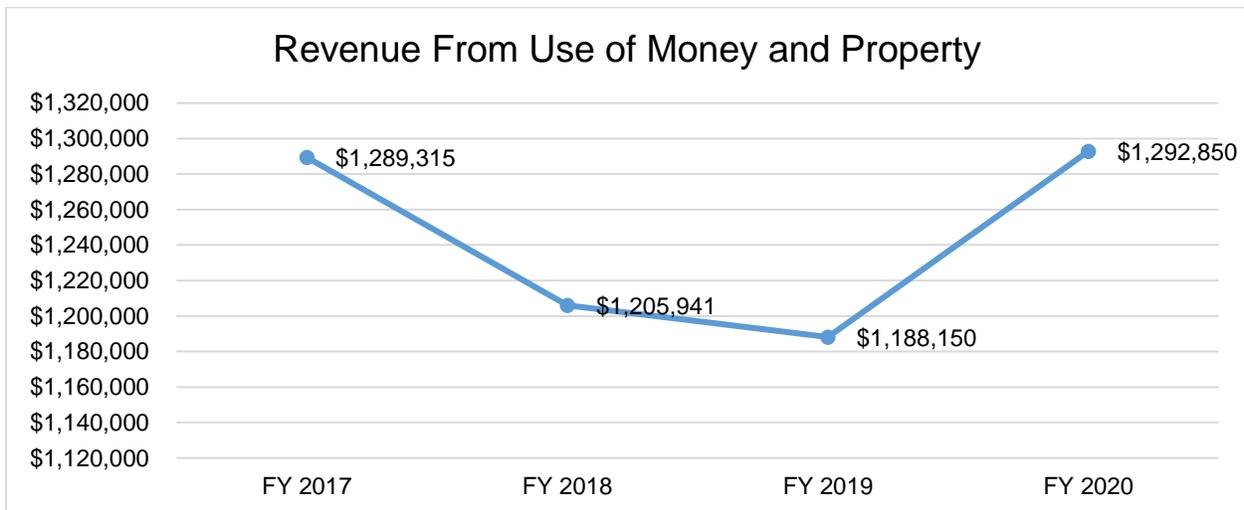
Revenue From Use of Money and Property

This group of revenues provides approximately 1.09% of General Fund revenues and is comprised of two main categories as follows:

Interest on Investments: All of the City’s funds are invested in secured accounts in an attempt to earn the highest possible return. Investment earnings are a function of the money marketplace and swings in the revenues reflect higher or lower interest rates.

Facility Rentals and Concessions: The revenue group reflects the rental of recreational facilities and other municipal properties. The Administration proposes a small increase in Airport Hangar Rental Rates as approved by the Airport Commission.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Investments-Interest	\$ 853,666	\$ 798,339	\$ 762,500	\$ 872,760	\$ 110,260
Rental Income	310,295	307,561	322,200	324,320	2,120
Concession Rentals	95,917	85,776	98,450	85,770	(12,680)
Sale-Salvage & Surplus	29,437	14,265	5,000	10,000	5,000
Totals	\$1,289,315	\$1,205,941	\$1,188,150	\$ 1,292,850	\$ 104,700



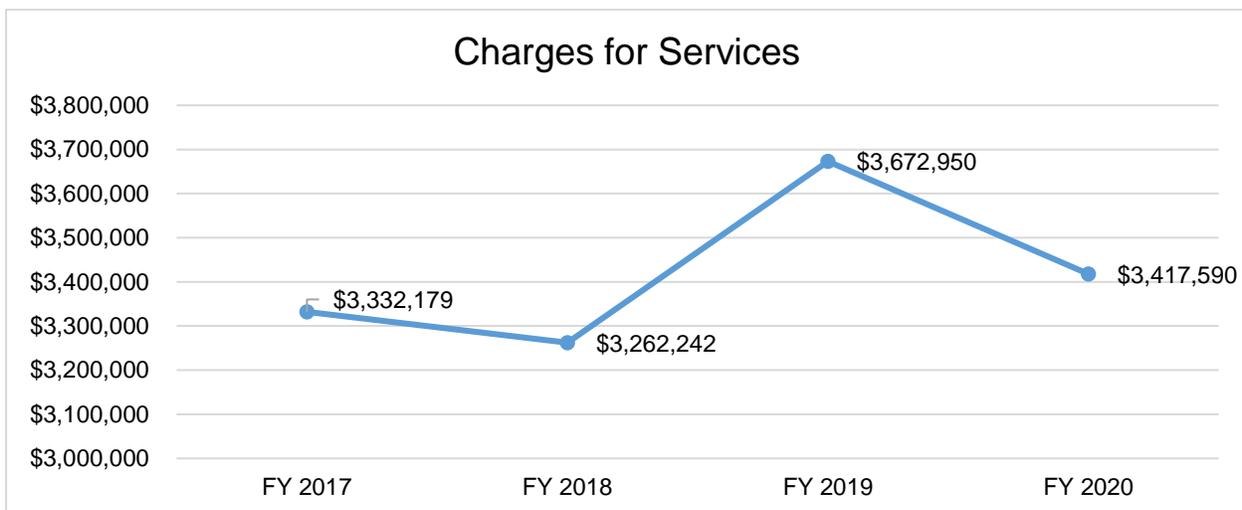
Charges for Services

This group of revenues provides approximately 3.36% of General Fund revenues and is comprised of two main categories as follows:

Charges for Detention: The City receives per diem from the Commonwealth of Virginia for state inmates at the City Jail and at the adult detention facility. The W.W. Moore Juvenile Detention Facility provides for detention of juveniles. The Detention Home serves the cities of Danville and Martinsville, the town of South Boston, and the counties of Pittsylvania, Henry, Patrick, Halifax, and Mecklenburg. The partner localities are charged per diem based on actual cost of operation.

Fines and Fees: This category consists of recreation fees for a variety of programs to citizens and non-citizens

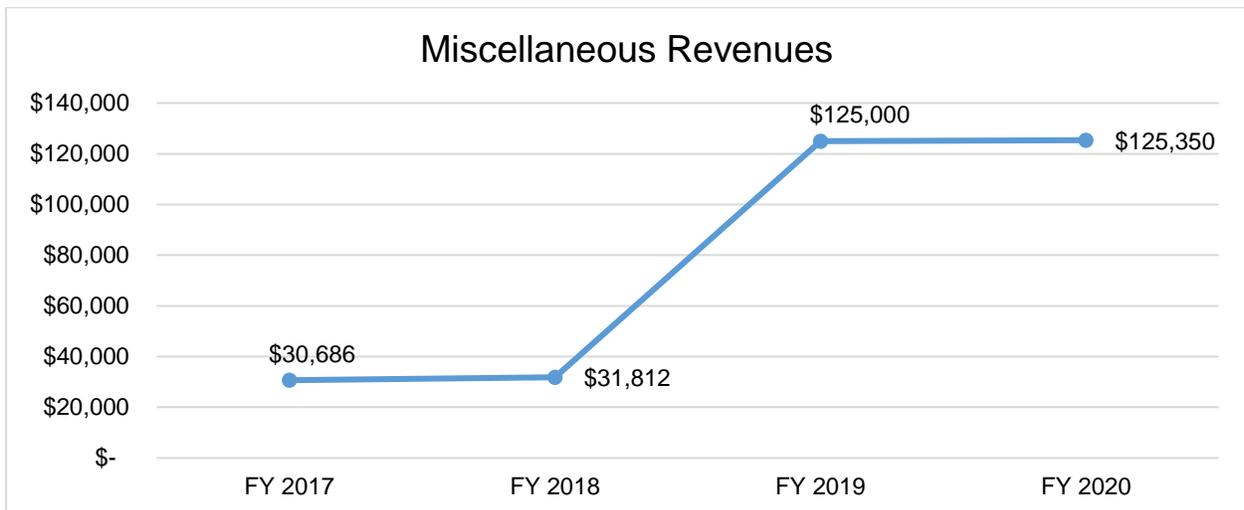
	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Court Fees	\$ 28,499	\$ 25,144	\$ 29,000	\$ 27,000	\$ (2,000)
Charges for Detention	2,775,661	2,692,344	3,067,210	2,853,580	(213,630)
Charges for Collection	173,582	144,322	195,000	150,000	(45,000)
Recreation Fees	341,121	389,447	365,440	371,690	6,250
Fire Dept Fees	7,520	6,273	5,400	5,800	400
Other	5,796	4,712	10,900	9,520	(1,380)
Totals	\$ 3,332,179	\$ 3,262,242	\$ 3,672,950	\$ 3,417,590	\$(255,360)



Miscellaneous Revenues

This group of revenues as the title suggests provides for miscellaneous revenues including gain on disposal of property. This revenue is not dependable and fluctuates annually. **Unanticipated Grants:** This revenue is a contra account with a matching appropriation in the Non-Departmental section of the budget. This provides the Administration a method of posting revenue budget for unanticipated grants and donations less than \$20,000 without an additional appropriation ordinance.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Gain on Disposal of Prop	\$ 338	\$ 19	\$ -	\$ -	\$ -
Unanticipated Grants	-	-	100,000	100,000	
Other	30,348	31,793	25,000	25,350	350
Totals	\$ 30,686	\$ 31,812	\$ 125,000	\$ 125,350	\$ 350



Recovered Costs

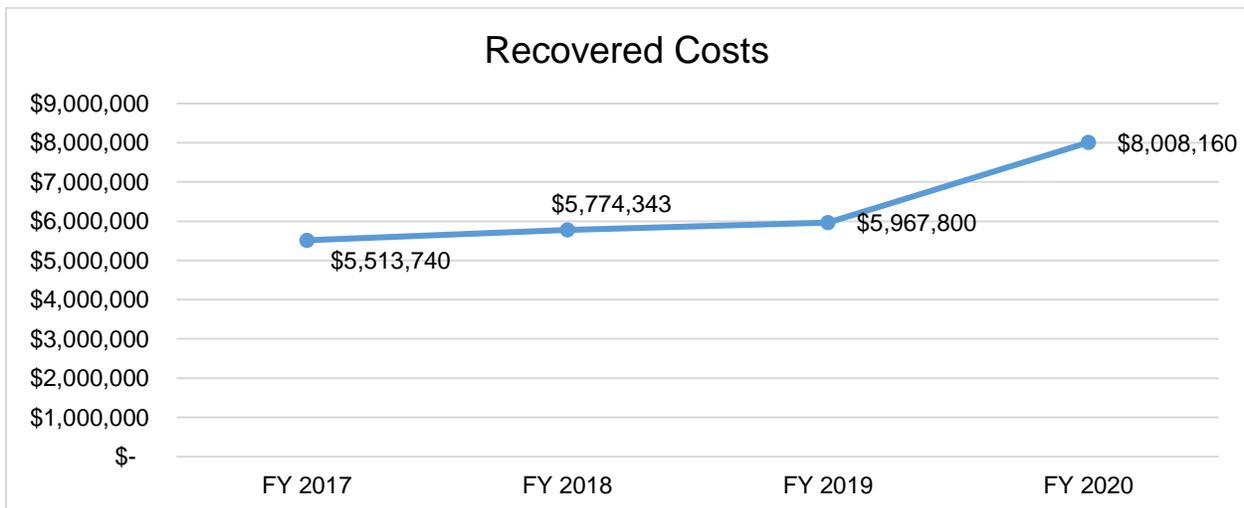
This major revenue group provides approximately 5.47% of General Fund revenue and reflects estimated 5% growth.

Enterprise Funds: These revenues represent recovery of administrative costs from the City's five utility funds and the Sanitation Fund. The Cost Allocation Plan is performed annually with this revenue based on the Plan from two prior years.

The Utility's activity, Customer Services, has been transferred to the General Fund, Finance Department. However, the Electric Fund transfers to the General Fund the cost of this activity since it handles Utility customer accounts. The amount of this budgeted transfer for FY 2020 is \$1,327,670. Also there is a transfer to the General Fund to cover a portion of the cost for the General Fund's River City TV activity in the amount of \$50,000.

Other: This category of recoveries represent contra revenues for Social Services and Juvenile Detention which also include Cost Allocation appropriations. These revenues are shown in order to receive funding for administrative costs from the State for Social Services and the Library, and from the City's Juvenile Detention partner localities. Other recoveries reflect various recoveries and cannot be planned on as a stable revenue source on a year to year basis.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Enterprise Funds	\$4,003,210	\$3,969,040	\$4,427,880	\$ 6,335,920	\$ 1,908,040
Recoveries & Rebates	1,510,530	1,805,303	1,539,920	1,672,240	132,320
Totals	\$5,513,740	\$5,774,343	\$5,967,800	\$ 8,008,160	\$ 2,040,360



Non-Categorical State Aid

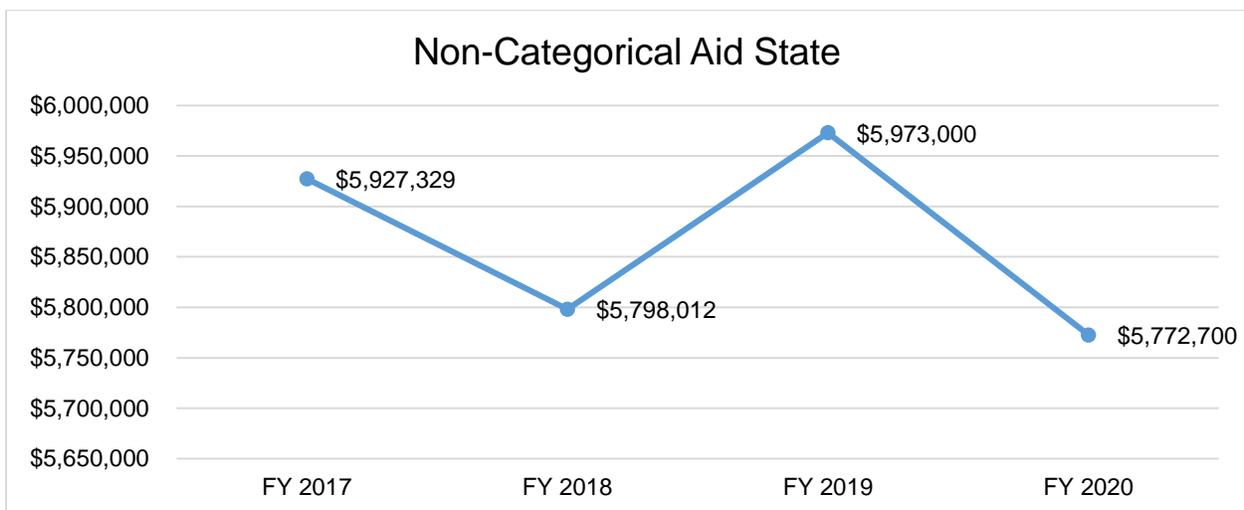
This major revenue group provides approximately 5.47% of General Fund revenue and reflects and overall decrease. There are two majority categories as follows:

State Aid to Localities-599: This state revenue is provided to localities with paid public safety departments. It has shown little growth and is dependent upon State funding.

State Telecommunications Tax: This was previously a local tax levied on telephone, cell phone, and cable television companies. A number of years ago these companies lobbied the State to take over collection and levy a flat fee for all companies. The State collects the proceeds and distributes to localities based on the number of customers each company has in the locality. This revenue has experienced a reduction due to consumers disconnecting their land lines in lieu of cell phones.

Other: The other revenues include Motor Vehicle Carriers Tax, Mobile Home Titling Tax, and Recordation Tax – State and reflects moderate growth. The State provides \$100,000 annually toward the operation and maintenance of the Welcome Center.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Motor Vehicle Carriers Tax	\$ 42,815	\$ 42,596	\$ 45,000	\$ 42,500	\$ (2,500)
Mobile Home Titling Tax	5,394	4,331	3,000	4,000	1,000
Recordation Tax-State	134,246	101,206	125,000	120,000	(5,000)
State Aid to Localities 599	2,606,200	2,606,200	2,600,000	2,606,200	6,200
State Telecommunications	3,038,674	2,943,679	3,100,000	2,900,000	(200,000)
Welcome Center-State Aid	100,000	100,000	100,000	100,000	-
Totals	\$5,927,329	\$5,798,012	\$5,973,000	\$ 5,772,700	\$ (200,300)



Categorical State Aid – Shared

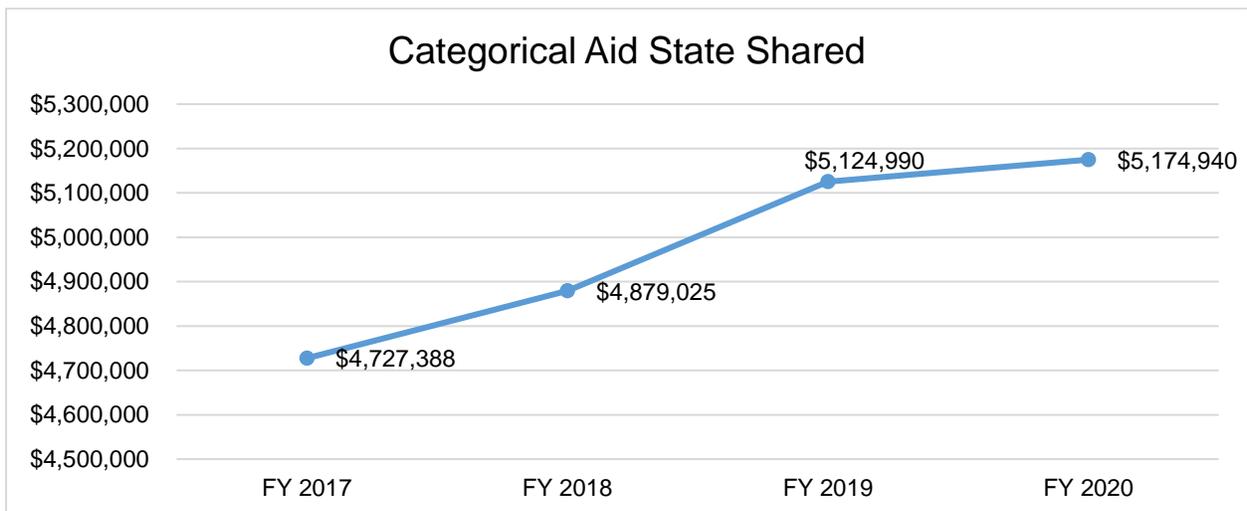
This revenue group provides approximately 8.6% of General Fund revenue and provides funding for a variety of functions. There two majority categories as follows:

Welfare: This revenue source provides approximately 80% of the operating cost for the Social Services office.

Dept of Juvenile Justice Block Grant: This revenue provides funding for the W.W. Moore Juvenile Detention Facility and is dependent on State funding.

Other: Various funding includes grants for Emergency Services, Fire Service, and support of the Library.

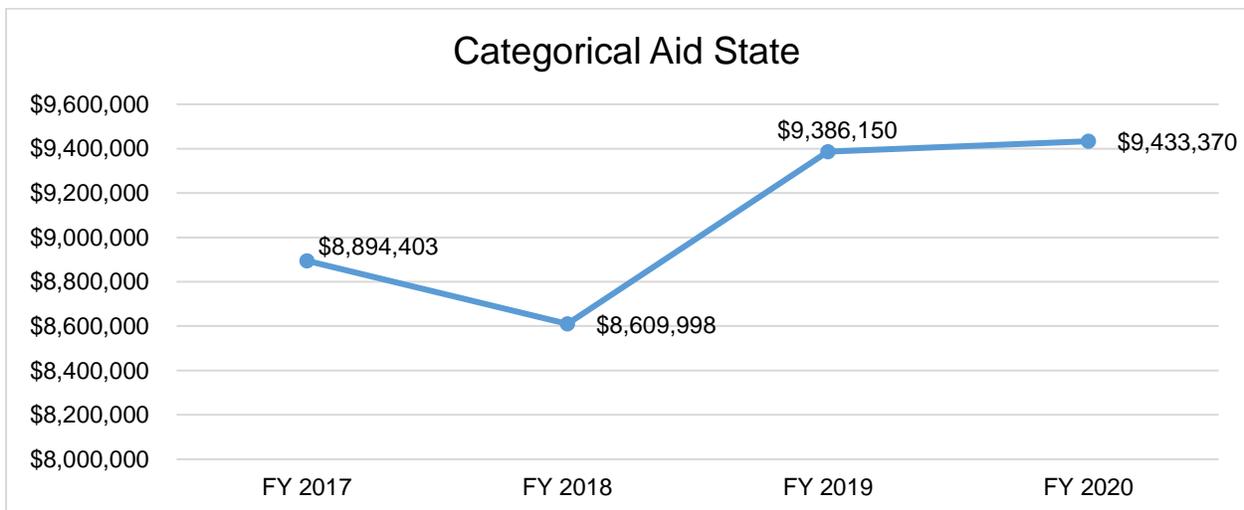
	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Commonwealth Atty	\$ 908,427	\$ 953,141	\$ 962,750	\$ 972,380	\$ 9,630
Sheriff's Office	3,044,347	3,136,371	3,371,180	3,404,900	33,720
Commissioner of Rev	144,432	147,760	148,690	150,180	1,490
Treasurer	118,322	120,677	122,420	123,650	1,230
Clerk of Circuit Court	469,963	478,755	477,050	481,830	4,780
Registrar/Electoral Brd	41,897	42,321	42,000	42,000	-
Other	-	-	900	-	(900)
Totals	\$4,727,388	\$ 4,879,025	\$5,124,990	\$ 5,174,940	\$ 49,950



Categorical State Aid

This revenue group provides approximately 4.69% of General Fund revenue. This category provides for reimbursement of a portion of the salary and benefits of Constitutional Officers. The State does not provide for operating costs of these offices. Each office is reimbursed based on a formula as set by the State Compensation Board. For example, the State reimburses 100% of Sheriff deputies salaries, but only 2/3 of the salary for Sheriff office nurses. The reimbursement for the Commissioner of the Revenue and the City Treasurer is less than 50% of salaries and the City also provides a supplement for most of the personnel in the Commissioner of the Revenue.

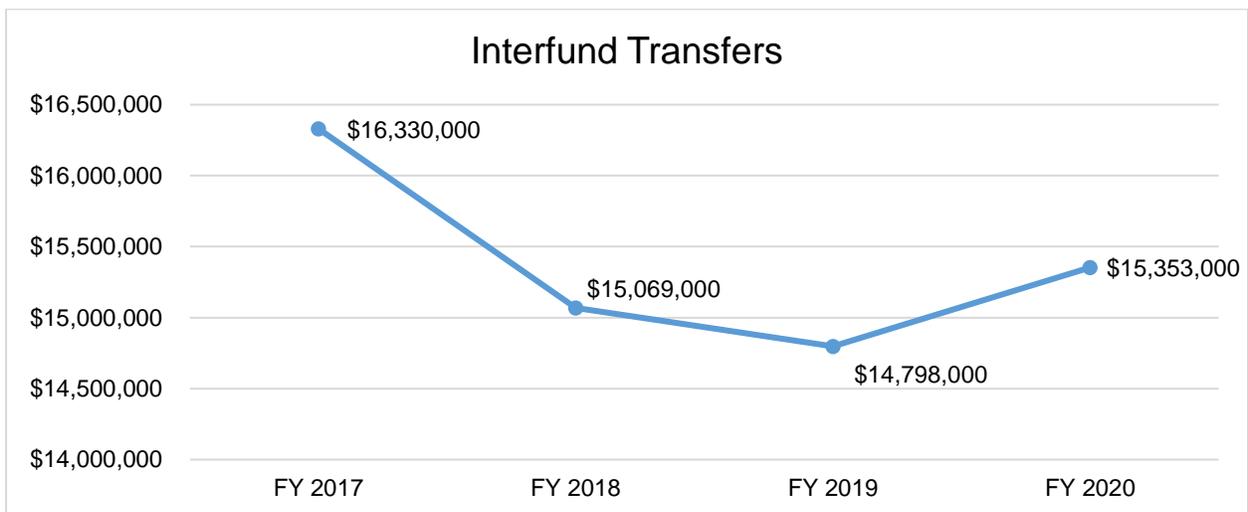
	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Social Service	\$7,007,022	\$ 6,692,685	\$7,498,580	\$ 7,511,600	\$ 13,020
Fire Service Grant	139,719	143,939	135,000	140,000	5,000
Wireless E911 State Funds	167,384	173,519	170,010	174,000	3,990
Emergency Response Prog	30,000	30,000	30,000	30,000	-
Emergency Medical Svc	35,130	34,254	35,140	34,260	(880)
Emergency Svcs Grant	27,013	27,013	27,020	27,020	-
Dept of Justice Block Grnt	1,314,587	1,340,990	1,314,000	1,340,990	26,990
Juvenile & Domestic Rel	6,481	5,513	6,500	6,000	(500)
Library	150,401	149,495	149,900	149,500	(400)
National Guard Maint	16,666	12,590	20,000	20,000	-
Totals	\$8,894,403	\$ 8,609,998	\$9,386,150	\$ 9,433,370	\$ 47,220



Interfund Transfers

This interfund transfers from the five Utility Funds represent 13.76% of General Fund Revenues and is a major source of income for the General Fund. The City Utilities shares its profits with the owners, the taxpayers, thereby affording a lower real property tax rate and enhanced local services. The transfer is determined by a council approved policy and is reviewed bi-annually along with the Utility Rate Study. The Wastewater, Water, Gas and Electric Funds' contribution to the General Fund has been increased based on City Council's policy.

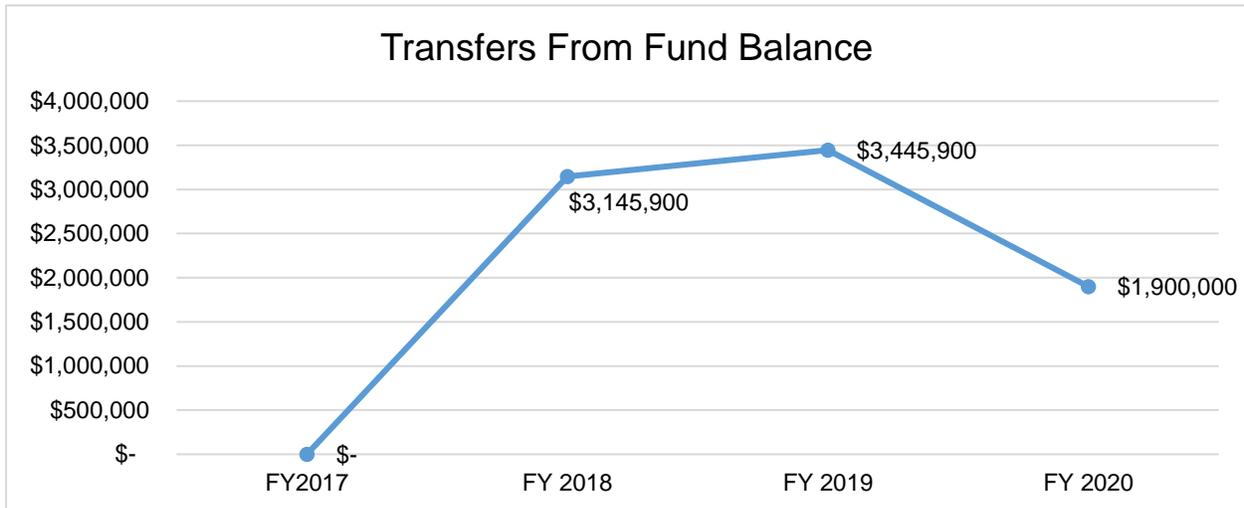
	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Transfer In Insurance Fd	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -
Transfer In Wastewater	685,760	693,760	693,760	705,760	12,000
Transfer In Water	937,300	942,300	942,300	950,300	8,000
Transfer In Gas	3,008,330	3,059,330	3,059,330	3,186,330	127,000
Transfer In Electric	9,896,610	10,071,610	10,021,610	10,429,610	408,000
Transfer In Telecommun	302,000	302,000	81,000	81,000	-
Totals	\$ 16,330,000	\$ 15,069,000	\$ 14,798,000	\$ 15,353,000	\$ 555,000



Transfers from Fund Balance

The transfer from Unreserved Fund Balance is limited to one-time expenditures such as Economic Development Incentives and capital projects. Use of fund balance is not recommended to fund recurring expenditures. Transfer from Reserved Fund Balance is used to repay to the Virginia Tobacco Indemnification and Community Revitalization Commission for grants made to companies who fail to meet the required investment per the grant award. The budget for FY 2019 represents the final payment for these grant refunds.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Transfer From Reserved FD	\$ -	\$ 386,250	\$ 386,250	\$ -	\$ (386,250)
Transfer From Unreserved FB	-	2,759,650	3,059,650	2,050,000	(1,009,650)
Totals	\$ -	\$3,145,900	\$3,445,900	\$ 2,050,000	\$ (1,395,900)



GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Community Development							
Comprehensive Blight Removal	60806	\$ 400,000	\$ 650,000	\$ 600,000	\$ 500,000	\$ 500,000	\$ 2,650,000
Community Development Total		\$ 400,000	\$ 650,000	\$ 600,000	\$ 500,000	\$ 500,000	\$ 2,650,000
Economic Development							
International Recruitment Implementation		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
River District Property Purchase & Improvement Plan	60921	1,350,000	2,500,000	2,250,000	2,000,000	2,000,000	10,100,000
E/D Industrial Site Development	608*	-	1,750,000	1,500,000	1,250,000	1,000,000	5,500,000
Economic Development Total		\$ 1,450,000	\$ 4,350,000	\$ 3,850,000	\$ 3,350,000	\$ 3,100,000	\$ 16,100,000
Fire							
Fire Apparatus and Equipment Replacement Plan	60184	\$ 500,000	\$ 510,000	\$ 770,000	\$ 530,000	\$ 540,000	\$ 2,850,000
Fire Total		\$ 500,000	\$ 510,000	\$ 770,000	\$ 530,000	\$ 540,000	\$ 2,850,000
Information Technology							
Computer Plan	60016	\$ 250,000	\$ 650,000	\$ 342,500	\$ 300,000	\$ 300,000	\$ 1,842,500
Enterprise Resource Planning Enhancements & Upgrades	60016	93,885	268,000	69,000	750,000	-	1,180,885
GIS	60001	-	60,000	60,000	50,000	50,000	220,000
Information Technology Total		\$ 343,885	\$ 978,000	\$ 471,500	\$ 1,100,000	\$ 350,000	\$ 3,243,385
Non-Departmental							
Additional to Northside Rescue Station		\$ 260,000	\$ -	\$ -	\$ -	\$ -	\$ 260,000
Misc River District Improvements		-	200,000	-	-	-	200,000
Non-Departmental Total		\$ 260,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 460,000
Parks Recreation Tourism							
Facility Improvements	60901	\$ 105,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 20,000	\$ 260,000
Park Improvements	60902	50,000	50,000	50,000	50,000	50,000	250,000
Parks Paving Projects	61076	50,000	50,000	100,000	50,000	50,000	300,000
Riverfront Park		2,500,000	2,500,000	-	-	-	5,000,000
Riverwalk Trail	61075	25,000	25,000	25,000	25,000	25,000	125,000
City Auditorium Renovations		-	500,000	950,000	775,000	-	2,225,000
Equipment Acquisition		50,000	-	-	-	-	50,000
Track & Field Facility		5,000,000	-	-	-	-	5,000,000
Parks Recreation Tourism Total		\$ 7,780,000	\$ 3,170,000	\$ 1,170,000	\$ 945,000	\$ 145,000	\$ 13,210,000
Police Administration							
3D Laser Scanner		\$ -	\$ 73,930	\$ -	\$ -	\$ -	\$ 73,930
Tasers & BWCs		161,952	161,952	161,952	-	-	485,856
CCTV Expansion		75,000	75,000	75,000	75,000	75,000	375,000
Construction of a New Police Station		-	25,000,000	-	-	-	25,000,000
Police Administration Total		\$ 236,952	\$ 25,310,882	\$ 236,952	\$ 75,000	\$ 75,000	\$ 25,934,786
Police - Adult Detention Facility							
ADF-Replacement of Washer and Dryer	60005	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
Police - Adult Detention Facility Total		\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000

GENERAL FUND

ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Public Works - Engineering							
General Street Improvements	6000067	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
Intersection Improvement at Riverside and Audubon		216,500	-	-	-	-	216,500
River District Street Improvements	61281	-	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
Riverside Drive Reconstruction	61282	100,000	1,000,000	1,000,000	1,000,000	1,000,000	4,100,000
Riverwalk Multi-Use Trail Extension		398,680	369,420	350,000	350,000	350,000	1,818,100
Stormwater Improvements	60022	200,000	200,000	200,000	200,000	200,000	1,000,000
State of Good Repair-Resurfacing		998,000	-	-	-	-	998,000
Old West End Rental District Street		-	1,000,000	-	-	-	1,000,000
River District Street Landscaping - Non VDOT	60906	-	100,000	100,000	100,000	100,000	400,000
Gateway Corridor Landscaping Improvements	61369	50,000	50,000	50,000	50,000	50,000	250,000
City-wide Wayfinding Signage	61169	75,000	-	100,000	-	100,000	275,000
State of Good Repair-MLK Northbound		4,657,500	-	-	-	-	4,657,500
Arnett Blvd Improvements		-	500,588	-	-	-	500,588
Public Works Engineering Total		\$ 6,895,680	\$ 4,420,008	\$ 3,000,000	\$ 2,900,000	\$ 3,000,000	\$ 20,215,688
Public Works Engineering Projects Unscheduled/Unfunded						Beyond FY 2024	Beyond FY 2024
Kentuck Road Improvements						7,566,347	7,566,347
Main Street Parking Deck						23,836,000	23,836,000
Elizabeth St Interchange at Danville Bypass						11,236,250	11,236,250
Roundabout at Mt Cross Rd & Dimon Drive						7,000,000	7,000,000
Route 58 WBL Kentuck Rd- Airport Drive						3,453,896	3,453,896
Piedmont Drive Pedestrian Accessibility Impr						5,797,934	5,797,934
Total Unscheduled/Unfunded						58,890,427	58,890,427
Public Works Building & Grounds							
Elevator Upgrade - City Buildings	60000437	275,000	275,000	275,000	275,000	275,000	\$ 1,375,000
Emergency Generators - City Buildings		50,000	160,000	50,000	50,000	50,000	360,000
General Maintenance of Buildings	60027	150,000	150,000	150,000	150,000	150,000	750,000
HVAC Replacement - City Buildings		-	275,000	-	275,000	-	550,000
Roof Replacement - City Buildings	60000119	250,000	250,000	250,000	250,000	1,000,000	2,000,000
City-Owned Parking Lots		100,000	100,000	100,000	100,000	800,000	1,200,000
Interior Painting of City Buildings		-	100,000	100,000	50,000	50,000	300,000
Exterior Painting of City Buildings		100,000	105,000	70,000	55,000	50,000	380,000
Public Works Buildings & Grounds Total		\$ 925,000	\$ 1,415,000	\$ 995,000	\$ 1,205,000	\$ 2,375,000	\$ 6,915,000
Transfer Out/Support Of							
City School Improvements		\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000
GWHS IT & Robotic Academt		\$ 1,364,102	\$ -	\$ -	\$ -	\$ -	\$ 1,364,102
Transfer Out/Support Of Total		\$ 3,364,102	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 11,364,102

GENERAL FUND

ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Transportation Services							
Primary Runway Underdrain and pavement crack repair		288,893	-	-	-	-	\$ 288,893
Terminal Apron Rehab - Design and Construction (Federal and State)		3,626,055	-	-	-	-	\$ 3,626,055
Terminal Apron Rehab-State		126,149	-	-	-	-	\$ 126,149
Taxiway H Widening & Ramp to Support Two 70 x 70 Hangars Construction		-	849,360	-	-	-	\$ 849,360
70 x 70 Hangar Design & Construction		-	-	897,000	-	-	\$ 897,000
Site Prep Design & Site Prep Construction for 80' x 80' Hangar		-	-	47,278	267,907	-	\$ 315,185
65 x 60 Hangar Design & Construction		-	-	-	-	357,475	\$ 357,475
Transportation Services Total		\$ 4,041,097	\$ 849,360	\$ 944,278	\$ 267,907	\$ 357,475	\$ 6,460,117
Total Projects:		\$ 26,196,716	\$ 43,923,250	\$ 14,037,730	\$ 12,872,907	\$ 71,332,902	\$ 168,363,505
Funding Source:							
		FY 2020	FY 2021	FY 2022	FY 2023	FY 2023	5 Yr Total
General Fund Revenues		\$ 1,354,930	\$ 6,955,758	\$ 6,799,908	\$ 5,958,581	\$ 5,992,475	\$ 27,061,652
General Fund Balance		1,200,000	4,250,000	3,750,000	3,250,000	3,000,000	15,450,000
Fund 15-VDOT Street Maint		1,000,000	-	-	-	-	1,000,000
Aid to Localities-VA Fire Program		120,000	120,000	120,000	120,000	120,000	600,000
Bonds		4,984,102	-	-	-	-	4,984,102
State Grants		5,426,334	2,080,108	1,037,822	1,214,326	1,000,000	10,758,590
To Be Determined		3,912,100	29,500,000	2,000,000	2,000,000	60,890,427	98,302,527
Contribution in Aid		50,000	50,000	50,000	50,000	50,000	250,000
Federal Grants		3,638,239	967,384	280,000	280,000	280,000	5,445,623
Donation/Other		2,500,000	-	-	-	-	2,500,000
Reprogrammed Funds		2,011,011	-	-	-	-	2,011,011
Total Funding		\$ 26,196,716	\$ 43,923,250	\$ 14,037,730	\$ 12,872,907	\$ 71,332,902	\$ 168,363,505

Description

The Danville City Council is the governing body of the City of Danville, Virginia. The City Council is empowered to adopt and enforce ordinances, policies, and rules and regulations to conduct the public's business and to provide for the protection of general health, safety, and welfare to the public. All ordinances are codified and are available for public inspection in the Office of the City Clerk. The City Council has the power to appoint the city manager, the city attorney, and the city clerk. The city manager, the city attorney, and the city clerk serve at the pleasure of the City Council.

The City Council consists of nine members, elected to four-year staggered terms, with elections every two years. City Council conducts its monthly business meetings on the first and third Tuesday at 7:00 p.m. in City Council Chambers, 4th floor, Municipal Building, 427 Patton Street, in downtown Danville. The business meetings are televised by the local cable provider and may be seen on River City TV.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
Employee Benefits	6,120	6,120	6,120	6,120	-
Purchased Services	4,045	4,075	3,100	4,000	900
Internal Service	1,488	24	300	70	(230)
Other Operating Expenses	150,333	124,290	124,510	157,050	32,540
Capital Outlay	-	1,089	-	-	-
Totals	\$241,986	\$215,598	\$214,030	\$ 247,240	\$ 33,210

Personnel

There are eight council members who receive \$8,000 annually for their services.

Description

The mayor serves as the president of the City Council, presides at all meetings of the City Council, and performs other duties consistent with the office as may be imposed by the City Council. The mayor is entitled to vote and speak on the issues as is afforded other members of the City Council; however, they are not granted any veto power. The mayor is recognized as the head of the City government for all ceremonial purposes, the purposes of military law, and the service of the civil process.

The Office of the Mayor also represents the City at various functions, both public and private. The mayor issues proclamations, signs all ordinances and resolutions adopted by the City Council, and has the authority to call special meetings of the City Council.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
Employee Benefits	918	918	920	920	-
Internal Service	66	1,185	3,360	3,670	310
Other Operating Expenses	4,652	2,648	4,260	3,580	(680)
Totals	\$ 17,636	\$ 16,751	\$ 20,540	\$ 20,170	\$ (370)

Personnel

The Mayor's position is part-time and receives an annual salary of \$12,000.

Description

The City of Danville converted to the council-manager form of government in 1951. This provides for professional, non-partisan management of municipal affairs.

The city manager is the chief executive officer of the City and is responsible to the City Council for the proper administration of the City government. The city manager has the responsibility to see that all laws and ordinances are enforced; exercise supervision and control over all administrative departments and divisions of the City; attend all regular meetings of the City Council, with the right to take part in discussion, but having no vote; recommend to the City Council, for adoption, such measures as they deem necessary or expedient; make and execute all contracts on behalf of the City, except as may be otherwise provided by the City Charter or by ordinance passed by the City Council; prepare and submit the annual budget; keep City Council fully advised at all times as to the present and future physical needs of the City; perform other duties as may be prescribed by the City Charter or the City Council; and be responsible for the appointment and removal of all officers and employees of the City.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Personnel Services	\$445,135	\$436,687	\$455,640	\$ 466,800	\$ 11,160
Employee Benefits	60,355	62,122	66,320	68,810	2,490
Purchased Services	68,689	93,942	9,200	3,000	(6,200)
Internal Service	13,862	11,300	14,230	15,820	1,590
Other Operating Expenses	33,722	24,503	35,140	28,370	(6,770)
Capital Outlay	330	395	-	-	-
Totals	\$622,093	\$628,949	\$580,530	\$ 582,800	\$ 2,270

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
CITY MANAGER	1.00	1.00
EXECUTIVE SECRETARY	1.00	1.00
EXECUTIVE ASSISTANT	1.00	1.00
ASSISTANT TO THE CITY MANAGER	1.00	1.00
DEPUTY CITY MANAGER	1.00	1.00
Total	5.00	5.00

Description

The City Clerk/Clerk of Council is appointed by the Danville City Council. The Clerk records all minutes, ordinances, resolutions, and contracts approved by City Council and is responsible for the codification of the City Code and its distribution. This office also maintains historical files, City Council records, and official contracts/agreements approved by City Council. For budgeting, it is a sub-activity of the City Manager's Office.

Expenditures

Purchased Services includes annual fees for updates to Muni Code, Zoning Code, Minute Books, Ordinance & Resolution Books.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$45,532	\$47,240	\$47,240	\$ 49,020	\$ 1,780
Employee Benefits	6,191	6,855	7,240	7,560	320
Purchased Services	17,067	23,075	17,700	23,200	5,500
Internal Service	882	2,114	4,040	4,080	40
Other Operating Expenses	8,610	9,110	18,190	17,800	(390)
Capital Outlay	10,020	-	-	-	-
Totals	\$88,302	\$88,394	\$94,410	\$ 101,660	\$ 7,250

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
CLERK OF COUNCIL	1.00	1.00
Total	1.00	1.00

Description

River City TV serves as the City of Danville's government-educational access channel. The mission of River City TV is to keep the citizens of Danville well-informed of the functions of local government and the Danville Public School System.

The channel is managed and operated by the City of Danville's Multimedia Media Design Manager through the City's cable franchise agreement.

Expenditures

The Electric Fund provides a portion of the cost for this operation as reflected in the Reimbursement line below.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Recoveries	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
Expenditures:					
Personnel Services	\$ 64,355	\$66,447	\$ 66,450	\$ 68,780	\$ 2,330
Employee Benefits	9,136	10,082	10,180	10,610	430
Purchased Services	4,824	2,521	7,500	7,500	-
Internal Service	4,080	7,286	5,850	5,710	(140)
Other Operating Expenses	1,130	1,287	3,140	3,220	80
Capital Outlay	4,495	6,061	10,000	10,000	-
Totals	\$ 88,020	\$93,684	\$ 103,120	\$ 105,820	\$ 2,700
Net Cost to General Fund	\$ 88,020	\$93,684	\$ 53,120	\$ 55,820	\$ 2,700

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
MULTIMEDIA MANAGER	1.00	1.00
Total	1.00	1.00

Description

The City Attorney's Office, located on the fourth floor of the Municipal Building, by City Charter, provides the following services: serves as legal counsel/advisor to the City Council, City Administration, the Danville City School Board, and other various boards and agencies of the City to ensure that the activities of the City are conducted in accordance with the requirements of the law, both substantively and procedurally; prepares ordinances and resolutions for consideration and passage by City Council designed to enhance the health, safety and welfare of the citizens of Danville, including researching applicable State and Federal Statutes necessary for legal compliance of same; drafts legal documents such as deeds, pleadings, performance agreements, and contracts as required and requested, also we oversee the preparation of contracts by others involving the City; institutes and prosecutes legal proceedings as needed; attends City Council and other meetings as appropriate; and manages and controls the law business of the City.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$280,881	\$283,577	\$295,410	\$ 245,040	\$ (50,370)
Employee Benefits	38,410	41,814	44,830	45,930	1,100
Purchased Services	14,376	665	15,150	15,450	300
Internal Service	3,952	5,134	4,450	3,530	(920)
Other Operating Expenses	34,195	29,006	35,560	34,970	(590)
Capital Outlay	-	-	200	200	-
Totals	\$371,814	\$360,196	\$395,600	\$ 345,120	\$ (50,480)

Personnel

In addition to personnel listed below, an Assistant City Attorney is authorized and funded by the City's Blight Program.

Position Title	FY 2019 FTEs	FY 2020 FTEs
CITY ATTORNEY	1.00	1.00
LEGAL SECRETARY	1.00	1.00
LEGAL ASSISTANT	1.00	1.00
ASSISTANT CITY ATTORNEY II	1.00	1.00
Total	4.00	4.00

Description

The Budget Office is responsible for the development of operating and capital budgets of the City. This office performs long-range fiscal planning, revenues and expenditures forecasting, and examination of agency operations and procedures. The Budget Office also maintains corporate financial control throughout the year and provides professional management and research assistance on issues related to financial management, productivity, and the effective and efficient use of city funds.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 92,322	\$ 95,553	\$ 95,560	\$ 103,600	\$ 8,040
Employee Benefits	12,781	14,381	14,630	15,970	1,340
Purchased Services	1,094	566	600	600	-
Internal Service	6,083	4,844	7,060	5,390	(1,670)
Other Operating Expenses	1,261	1,268	1,220	1,450	230
Capital Outlay	-	2,691	-	-	-
Totals	\$113,541	\$119,303	\$119,070	\$ 127,010	\$ 7,940

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
DIRECTOR OF BUDGET	1.00	1.00
Total	1.00	1.00

Description

Legislative Affairs develops and coordinates the City's legislative program, serving as the liaison between city and elected officials. Funding will go towards representing the City's interest at the General Assembly and may represent the City at meetings of appointed officials that may impact the Danville area.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$68,375	\$50,234	\$53,000	\$ 53,000	\$ -
Other Operating Expenses	14,868	15,020	15,000	15,000	-
Totals	\$83,243	\$65,254	\$68,000	\$ 68,000	\$ -

Description

The Community Development Department for the City of Danville includes the Office of the Department Director, Planning Division, Inspections Division, Housing and Development Division and programs and projects related to Community and Economic Development. The Office of the Director is responsible for the operations of the Department that include the Neighborhood Revitalization/Building Blocks Program, Development Assistance/Commercial Development Review, Code Enforcement (Zoning and Building), Virginia Maintenance Code Enforcement, Economic Development Support, Rental Inspection Program, CDBG Entitlement Program, Home Entitlement Program, Comprehensive Plan Development, and update Capital Project Coordination and Grantsmanship.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 146,069	\$ 147,315	\$ 151,400	\$ 153,940	\$ 2,540
Employee Benefits	20,640	21,955	23,190	23,720	530
Purchased Services	41,695	454	3,040	3,040	-
Internal Service	2,190	2,494	1,740	4,010	2,270
Other Operating Expenses	24,458	22,068	16,260	16,860	600
Capital Outlay	-	-	-	320	320
Totals	\$ 235,052	\$ 194,286	\$ 195,630	\$ 201,890	\$ 6,260

Personnel

The Accountant II position is partially funded by this account, Public Works and Community Development Block Grant (CDBG) funds.

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR SECRETARY	1.00	1.00
ACCOUNTANT II	0.40	0.40
DIRECTOR OF COMMUNITY DEV	1.00	1.00
Total	2.40	2.40

Description

The Community Development Department’s Inspections Division is responsible for administering the Virginia Uniform Statewide Building and Maintenance Code. As part of the City’s “Building Blocks” Program, the Inspections Division also oversees the administration of the Rental Housing Inspection Program (RHIP). The specific tasks of the Division on a daily basis include doing plan reviews and issuing various construction permits such as: building, electrical, mechanical, plumbing, amusement device, and sign permits. In addition to issuing such permits, the inspectors perform inspections on work completed during the construction process. The Maintenance Code/RHIP process involves inspecting existing properties to verify their compliance with Virginia Uniform Statewide Building and Maintenance Codes and City Ordinances.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Building Permits	\$ 113,834	\$ 100,014	\$112,800	\$ 84,700	\$ (28,100)
Electrical Permits & Inspection	15,431	15,084	16,500	18,150	1,650
Mechanical Permits & Inspection	2,854	29,290	31,500	28,260	(3,240)
Rental Housing Inspection Fees	14,435	12,293	14,640	15,600	960
Plumbing Inspection Fees	12,438	12,345	13,500	10,050	(3,450)
Amusement Device Permit/Inspect	910	238	540	340	(200)
Sign Permits & Inspection	2,802	4,045	4,150	4,610	460
Misc Revenue	290	-	-	-	-
Totals	162,994	173,309	193,630	161,710	(31,920)
Expenditures:					
Personnel Services	\$ 541,293	\$ 499,621	\$529,520	\$ 520,390	\$ (9,130)
Employee Benefits	74,608	73,223	81,070	80,170	(900)
Purchased Services	29,911	30,391	35,530	36,220	690
Internal Service	55,433	53,632	47,960	48,570	610
Other Operating Expenses	303,015	188,488	268,920	271,790	2,870
Capital Outlay	2,508	-	2,480	1,140	(1,340)
Totals	\$1,006,768	\$ 845,355	\$965,480	\$ 958,280	\$ (7,200)
Net Cost to City	\$ 843,774	\$ 672,046	\$771,850	\$ 796,570	\$ 24,720

Personnel

The Plumbing/Cross Connection Inspector is funded .5 from General Fund and .5 from Water Treatment fund as the positions duties include inspection of plumbing systems, and backflow prevention to the City's potable water system.

Position Title	FY 2019 FTEs	FY 2020 FTEs
PERMIT TECHNICIAN	1.00	1.00
PROP MAINT CODE COORDINATOR	1.00	1.00
PROPERTY MAINTENANCE INSPECTOR	2.00	2.00
BUILDING INSPECTOR	2.00	2.00
ELECTRICAL INSPECTOR	1.00	1.00
MECHANICAL INSPECTOR	1.00	1.00
PLUMBING/CROSS CNCTN INSPECTOR	0.50	0.50
INSPECTIONS SUPERVISOR	1.00	1.00
DIVISION DIR OF INSPECTIONS	1.00	1.00
Total	10.50	10.50

Description

The Housing & Development program fund is used to support efforts to promote the rehabilitation of properties that are not subject to other blight funding.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$ 13,746	\$ 12,327	\$ 25,000	\$ 25,000	\$ -
Other Operating Expenses	15,149	1,239	1,850	1,060	(790)
Totals	\$ 28,895	\$ 13,566	\$ 26,850	\$ 26,060	\$ (790)

Description

This funding is used to purchase services needed for Comprehensive Blight removal. Items such as advertising, title research, and other costs associated with blighted properties comes from this account.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Purchased Services	\$47,125	\$68,533	\$75,000	\$ 75,000	\$ -
Internal Service	86	-	-	-	-
Other Operating Expenses	2,333	1,316	-	-	-
Totals	\$49,544	\$69,849	\$75,000	\$ 75,000	\$ -

Description

This is the annual program in the month of May that promotes City residents to Clean-up/Fix-up their properties to try to improve the appearance of houses. Items are provided to residents and neighborhoods to clean properties, paint, plant, etc.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$41,971	\$32,859	\$25,000	\$ 25,000	\$ -
Internal Service	165	78	-	-	-
Other Operating Expenses	8,194	7,067	25,000	25,000	-
Totals	\$50,330	\$40,004	\$50,000	\$ 50,000	\$ -

Description

The Planning Office is a division of the Community Development Department and is responsible for coordinating the City of Danville's current and long-range planning activities. The Planning Office is responsible for coordinating Zoning Code administration, local enactment and enforcement of community and statewide development regulations, informing prospective developers and builders about development review regulation and processes, consulting with other City agencies concerning the Zoning Code. The Office also is charged with coordinating and executing planning studies, and providing staff support and planning recommendations to the City Manager, Planning Commission, City Council, Board of Zoning Appeals, Commission of Architectural Review, River District Design Commission and the citizens of Danville.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Zoning Clearance Fees	\$ -	\$ 3,080	\$ 2,300	\$ 2,530	\$ 230
Comm of Arch Review Fees	250	225	380	260	(120)
Totals	\$ 250	\$ 3,305	\$ 2,680	\$ 2,790	\$ 110
Expenditures:					
Personnel Services	\$ 136,727	\$ 29,012	\$ 72,260	\$ 76,900	\$ 4,640
Employee Benefits	19,320	2,869	11,070	11,860	790
Purchased Services	1,646	24,043	41,830	26,550	(15,280)
Internal Service	6,978	8,158	9,430	13,560	4,130
Other Operating Expenses	4,137	4,511	6,360	6,540	180
Capital Outlay	609	-	500	820	320
Totals	\$ 169,417	\$ 68,593	\$ 141,450	\$ 136,230	\$ (5,220)
Net Cost to City	\$ 169,167	\$ 65,288	\$ 138,770	\$ 133,440	\$ (5,330)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
PLANNING TECHNICIAN	1.00	1.00
SENIOR PLANNER	1.00	1.00
Total	2.00	2.00

Description

The City Planning Commission is comprised of seven members appointed by the City Council. The major responsibilities of the Commission are to advise City Council on growth and development issues, make recommendation to the City Council on rezoning, special use permit applications, and subdivision plats, and to review and make recommendations to the City Council on amendments to the Zoning Code and the Comprehensive Plan.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Planning Commission Fees	\$ 850	\$ 6,300	\$ 7,000	\$ 7,200	\$ 200
Totals	\$ 850	\$ 6,300	\$ 7,000	\$ 7,200	\$ 200
Expenditures:					
Purchased Services	\$ 3,877	\$ 3,764	\$ 6,240	\$ 6,240	\$ -
Internal Service	109	213	420	360	(60)
Other Operating Expenses	1,266	147	2,500	2,500	-
Totals	\$ 5,252	\$ 4,124	\$ 9,160	\$ 9,100	\$ (60)
Net Cost to City	\$ 4,402	\$ (2,176)	\$ 2,160	\$ 1,900	\$ (260)

Description

The Board of Zoning Appeals is a seven member Court appointed body that hears and rules on appeals of the Zoning Administrator's decision, applications for variances from the Zoning Code, and applications for interpretations of the zoning district maps.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Zoning Appeal Fees	\$ 1,200	\$ 600	\$ 1,000	\$ 630	\$ (370)
Totals	\$ 1,200	\$ 600	\$ 1,000	\$ 630	\$ (370)
Expenditures:					
Personnel Services	\$ 180	\$ 240	\$ 840	\$ 420	\$ (420)
Employee Benefits	14	18	80	50	(30)
Purchased Services	1,002	980	1,740	1,140	(600)
Internal Service	-	-	90	60	(30)
Other Operating Expenses	115	926	240	470	230
Totals	\$ 1,311	\$ 2,164	\$ 2,990	\$ 2,140	\$ (850)
Net Cost to City	\$ 111	\$ 1,564	\$ 1,990	\$ 1,510	\$ (480)

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Comprehensive Blight Removal
Project No: 60806

Department: Community Development
Division: Housing
Section: N/A

Description:

This project continues the City's efforts to improve housing and eliminate blight by implementing the strategies recommended in the comprehensive housing study conducted by CZB in 2014. It includes funds for demolition of valueless property, stabilization of important historically significant properties, enhanced code enforcement, establishment of a non-profit community development entity, establishment of a loan loss reserve fund, and redevelopment of the Five Forks commercial area.

Justification:

The City's 2014 Comprehensive Housing Market analysis demonstrated that much is needed to be done in order to make Danville a community of choice for individuals and families locating to our area. The City of Danville is experiencing four issues that impact the quality of housing and each requires attention to make any kind of significant improvement: excess supply, geographic isolation from larger markets, declining incomes and a large inventory of unappealing housing stocks. The CZB housing study made several recommendations to improve the market conditions and reverse the trend that is creating blight and further devaluation of properties. If nothing is done to reverse the trend, the City's housing market will continue to decline and affect every neighborhood. The strategies recommended in the plan are proven and documented by industry professionals to have a positive impact on the communities where implemented.

Comments: Due to budgetary limitations, funding for this project was reduced for the FY 2019 & 2020 Budgets
 N/A

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	400,000	650,000	600,000	500,000	500,000	2,650,000
Total Funding Sources	400,000	650,000	600,000	500,000	500,000	2,650,000

Goals/Milestones:

FY 2020	Demolition of 50 derelict and unsafe structures; purchase and stabilize one vacant derelict structure with OWE/West Main/Grove Street areas; maintain the OW Rental Inspection Program Inspector and Assistant City Attorney positions; continue initiative of receiving matching funds from private sector and other sources.
FY 2021	Demolition of 50 derelict and unsafe structures; purchase and stabilize one vacant derelict structure with OWE/West Main/Grove Street areas; maintain the OW Rental Inspection Program Inspector and Assistant City Attorney positions; continue initiative of receiving matching funds from private sector and other sources.
FY 2022	Demolition of 50 derelict and unsafe structures; continue support of OWE Rental Inspector and Assistant City Attorney positions; continue partial funding of CDC/Land Bank
FY 2023	Demolition of 50 derelict and unsafe structures; continue support for OWE Rental Inspector and Assistant City Attorney positions; continue partial funding of CDC/Land Bank
FY 2024	Demolition of 50 derelict and unsafe structures; continue support for Rental Inspector's and Assistant City Attorney positions.

Description

The City Treasurer is an elected official whose primary responsibilities include collecting and accounting for revenues for the City of Danville and for the State of Virginia. The City Treasurer's office is dedicated to serving our citizen's in a professional, courteous, and efficient manner.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Treasurer-State Share	\$ 118,322	\$ 120,677	\$ 122,420	\$ 123,650	\$ 1,230
Totals	\$ 118,322	\$ 120,677	\$ 122,420	\$ 123,650	\$ 1,230
Expenditures					
Personnel Services	\$ 163,762	\$ 166,765	\$ 170,380	\$ 174,480	\$ 4,100
Employee Benefits	29,746	30,149	32,080	34,770	2,690
Purchased Services	2,685	362	630	650	20
Internal Service	7,449	7,964	7,390	6,130	(1,260)
Other Operating Expenses	9,445	10,512	9,390	10,150	760
Capital Outlay	2,115	-	-		-
Totals	\$ 215,202	\$ 215,752	\$ 219,870	\$ 226,180	\$ 6,310
Net Cost to City	\$ 96,880	\$ 95,075	\$ 97,450	\$ 102,530	\$ 5,080

Personnel

The State Compensation Board provides personnel funding based on a formula with the funding split between the Comp Board and the City. Each Constitutional Office has a separate formula.

Position Title	FY 2019 Total FTEs	FY 2020 Total FTEs
TREASURER	1.00	1.00
CHIEF DEPUTY	1.00	1.00
DEPUTY II, III	2.00	2.00
	4.00	4.00

Description

The Office of the Commissioner of Revenue is located in the Charles H. Harris Financial Services Center. The Commissioner of Revenue is an elected position with a four-year term as provided for by the Constitution of the Commonwealth of Virginia. The office assesses and processes taxes that generate revenue for the City of Danville and the Commonwealth of Virginia. The Commissioner of the Revenue's office also works closely with the Division of Central Collections in the delinquent collection process.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Commissioner of Rev-State	\$ 144,432	\$ 147,760	\$ 146,690	\$ 150,180	\$ 3,490
Totals	\$ 144,432	\$ 147,760	\$ 146,690	\$ 150,180	\$ 3,490
Expenditures:					
Personnel Services	\$ 398,509	\$ 416,039	\$ 404,560	\$ 433,460	\$ 28,900
Employee Benefits	69,483	71,036	73,060	79,330	6,270
Purchased Services	6,412	6,185	6,500	6,500	-
Internal Service	14,543	14,265	12,770	9,830	(2,940)
Other Operating Expenses	13,300	14,958	16,060	18,640	
Totals	\$ 502,247	\$ 522,483	\$ 512,950	\$ 547,760	\$ 32,230
Net Cost to City	\$ 357,815	\$ 374,723	\$ 366,260	\$ 397,580	\$ 28,740

Personnel

The State Compensation Board provides personnel funding based on a formula with the funding split between the State Compensation Board and the City. Each Constitutional Office has a separate formula.

The City funds two full-time positions:

General Clerk – Business Meals Tax Inspector – This position is responsible for the collection and processing of food tax, and other duties.

Personal Property Clerk – This position is responsible for the processing of personal property billing.

The City also funds three part-time positions that work an average of 23 hours per week:

One Personal Property Clerk

Two Auditors – These positions perform audits of local restaurants and hotels verifying Meals and Hotel/Motel Taxes.

Position Title	FY 2019 Total FTEs	FY 2020 Total FTEs
COMMISSIONER OF THE REVENUE	1.00	1.00
CHIEF DEPUTY	1.00	1.00
DEPUTY I, II, III	5.00	5.00
MEALS TAX INSPECTOR	1.00	1.00
GENERAL CLERK	1.50	1.50
AUDITOR	1.00	1.00
	10.50	10.50

Description

The Clerk of Circuit Court and staff issue marriage licenses, record deeds and all associated documents, record financing statements, record military discharges, docket judgments, and index and store the records in a manner that the public may have access to them. The Clerk has concurrent jurisdiction with the Judge of the Circuit Court in the probating of wills. The Clerk is the administrative arm of the Circuit Court and is responsible for maintaining and publishing the court docket, issuing all court orders and service requests, and maintaining permanent records of all court cases, including criminal and civil cases, as well as maintaining a staff member in the courtroom during all cases.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Sale of Maps, Surveys, etc	\$ -	\$ -	\$ 6,000	\$ 5,000	\$ (1,000)
Circuit Court Clerk-State	463,843	473,126	477,050	481,830	4,780
Totals	\$463,843	\$473,126	\$483,050	\$ 486,830	\$ 3,780
Expenditures					
Personnel Services	\$604,370	\$598,085	\$605,370	\$ 623,890	\$ 18,520
Employee Benefits	110,599	109,617	118,640	129,440	10,800
Purchased Services	17,091	18,615	33,270	38,160	4,890
Internal Service	11,699	10,885	9,500	8,250	(1,250)
Other Operating Expenses	17,119	21,756	21,760	21,250	(510)
Capital Outlay	5,905	740	1,200	1,500	300
Totals	\$766,783	\$759,698	\$789,740	\$ 822,490	\$ 32,750
Net Cost to City	\$302,940	\$286,572	\$306,690	\$ 335,660	\$ 28,970

Personnel

The Virginia Compensation Board provides 100% funding for salaries with the exception of four positions funded by the City.

Position Title	FY 2019 Total FTEs		FY 2020 Total FTEs
CLERK OF CIRCUIT COURT	1.00		1.00
ASSISTANT CHIEF DEPUTY	1.00		1.00
DEPUTY CLERK I, II, III, IV	14.00		14.00
	16.00		16.00

Accomplishments

This office has implemented greater use of imaging and has become “fileless”. Case files are maintained and accessed digitally. This has reduced the expense of office supplies tremendously by drastically reducing the need to purchase case files annually.

Initiatives

Our office is planning to increase backscanning of all deed books and indexes to provide improved remote access and title search capabilities. Many courts are successfully performing this important task, some via part-time staff, that provides greater historic value of records. Ultimately, we seek to have these records backscanned to 1841.

Further digitization of these records would also increase interest in remote access from the public.

Description

The Danville Sheriff's Office operates the Danville City Jail, which is a maximum security facility and is located in the Courts and Jail Building. The Sheriff's Office is also responsible for providing security for the Courts and Jail Building, as well as the security for Circuit, General District, and Juvenile and Domestic Relations District Court. The Civil Process unit is responsible for the service of all court documents generated by these courts, as well as documents from courts outside of our jurisdiction.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Sheriffs Office - State	\$3,044,347	\$3,136,371	\$3,371,180	\$ 3,404,900	\$ 33,720
Totals	\$3,044,347	\$3,136,371	\$3,371,180	\$ 3,404,900	\$ 33,720
Expenditures:					
Personnel Services	\$3,050,510	\$3,165,323	\$3,344,040	\$ 3,428,340	\$ 84,300
Employee Benefits	675,975	777,652	702,720	752,350	49,630
Purchased Services	26,474	30,882	31,500	42,490	10,990
Internal Service	133,138	148,653	154,240	168,670	14,430
Other Operating Expenses	75,530	88,006	87,660	88,760	1,100
Capital Outlay	18,905	5,838	5,850	5,850	-
Totals	\$3,980,532	\$4,216,354	\$4,326,010	\$ 4,486,460	\$ 160,450
Net Cost to City	\$ 936,185	\$1,079,983	\$ 954,830	\$ 1,081,560	\$ 126,730

Personnel

The State Compensation Board provides personnel funding based on a formula with the funding split between the Comp Board and the City. Each Constitutional Office has a separate formula.

The City funds 3 Deputy positions.

Position Title	FY 2019 Total FTEs		FY 2020 Total FTEs
SHERIFF	1.00		1.00
LT. COLONEL	1.00		1.00
DEPUTIES-VARIOUS RANKS	72.00		72.00
ADMINISTRATIVE SECRETARY	4.00		4.00
NURSE	4.00		4.00
	82.00		82.00

Description

The Danville City Jail is a major, maximum-security jail located on the first floor of the Courts and Jail Building. The jail and jail annex house approximately 213 inmates. The Annex is located at the Danville Adult Detention Facility and houses female inmates. Danville City Jail provides both educational and religious programs for the benefit of those incarcerated.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Concession Rentals-Det Fac	\$ 53,587	\$ 52,559	\$ 52,000	\$ 52,000	\$ -
Charges for Detention	564,868	585,664	625,000	585,660	(39,340)
Totals	\$ 618,455	\$ 638,223	\$ 677,000	\$ 637,660	\$ (39,340)
Expenditures:					
Personnel Services	\$ 63,081	\$ 66,954	\$ 42,000	\$ 42,000	\$ -
Employee Benefits	4,826	5,056	3,220	3,220	-
Purchased Services	236,789	191,862	151,070	214,890	63,820
Internal Service	303,283	327,199	356,090	356,090	-
Other Operating Expenses	1,190,407	1,343,210	1,167,150	961,950	(205,200)
Capital Outlay	71,511	70,360	77,770	77,770	-
Totals	\$1,869,897	\$2,004,641	\$1,797,300	\$ 1,655,920	\$ (141,380)
Net Cost to City	\$1,251,442	\$1,366,418	\$1,120,300	\$ 1,018,260	\$ (102,040)

Personnel

The Personnel Services and Employee Benefits covers to cost associated with Physician services charged on an as needed basis. The City contracts these services for the City Jail, Adult Detention Facility, and Juvenile Detention Facility.

Description

The Collections Department of the Commonwealth Attorney's Office collects delinquent fines, costs and restitution for the Circuit Court, General District Court and Juvenile and Domestic Relations District Court. A Community Service Program is available for those who owe fines, costs and restitution in the Circuit and General District Courts. These individuals work for God's Storehouse and Southwest CARES and earn hourly credit of \$7.25. Each participant is required to turn in his or her own hours worked to the Collections Department on a special receipt which was created by the Commonwealth's Attorney's Office.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Charges for Collection	\$ 173,582	\$ 144,322	\$ 195,000	\$ 150,000	\$ (45,000)
Totals	\$ 173,582	\$ 144,322	\$ 195,000	\$ 150,000	\$ (45,000)
Expenditures:					
Personnel Services	\$ 80,093	\$ 80,414	\$ 83,430	\$ 84,270	\$ 840
Employee Benefits	14,465	14,455	15,720	15,890	170
Internal Service	7,975	6,556	7,280	6,330	(950)
Other Operating Expenses	10,040	8,531	9,670	9,570	(100)
Capital Outlay	-	469	1,000	800	(200)
Totals	\$ 112,573	\$ 110,425	\$ 117,100	\$ 116,860	\$ (240)
Net Cost to City	\$ (61,009)	\$ (33,897)	\$ (77,900)	\$ (33,140)	\$ 44,760

Personnel

Position Title	FY 2019 Total FTEs	FY 2020 Total FTEs
COLLECTION CLERK	3.00	3.00
	3.00	3.00

Description

The primary duty of the Commonwealth Attorney is the prosecution of criminal cases. Unlike most jurisdictions, a Danville City Charter provision requires the Commonwealth Attorney to prosecute all misdemeanor cases brought on City warrants in the General District Court. State law only requires the Commonwealth Attorney to appear for felony cases. The office also prosecutes all felonies and some misdemeanors in the Juvenile and Domestic Relations District Court. The Commonwealth's Attorney is responsible for the prosecution of all cases in the Circuit Court. The Commonwealth's Attorney is also required to represent some state agencies in civil matters and render conflict of interest opinions.

This budget proposes an increase in City-funded supplements based on new legislation requiring localities that used body-worn cameras provide additional personnel for Commonwealth Attorney's office or salary supplements. The City provides one position for this purpose; however, per the State legislation and the number of public safety positions, the City would be required to fund two additional positions. The Commonwealth Attorney has requested additional supplements in lieu of additional positions. This budget provides additional supplements in the amount of \$35,000 plus benefits, for a total increase of \$43,750.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Commonwlth Atty-State Share	\$ 908,427	\$ 953,141	\$ 962,750	\$ 972,380	\$ 9,630
Totals	\$ 908,427	\$ 953,141	\$ 962,750	\$ 972,380	\$ 9,630
Expenditures:					
Personnel Services	\$ 950,236	\$ 988,865	\$ 1,010,890	\$ 1,068,600	\$ 57,710
Employee Benefits	175,080	182,259	190,290	215,960	25,670
Purchased Services	1,709	1,954	2,800	2,850	50
Internal Service	23,147	23,801	23,640	19,490	(4,150)
Other Operating Expenses	99,579	106,081	107,470	112,600	5,130
Totals	\$ 1,249,751	\$ 1,302,960	\$ 1,335,090	\$ 1,419,500	\$ 84,410
Net Cost to City	\$ 341,324	\$ 349,819	\$ 372,340	\$ 447,120	\$ 74,780

Personnel

The State Compensation Board provides funding for most positions; however, several positions include City-funded supplements. The City funds one Assistant Commonwealth Attorney at 100%. This position was added several years ago at the request of the Commonwealth Attorney to provide additional personnel needed to due to the increased evidence provided by police body-worn-cameras.

The Commonwealth Attorney’s Office also has four additional positions that are funded by grants and therefore are not reflected below.

Position Title	FY 2019 Total FTEs		FY 2020 Total FTEs
COMMONWEALTH ATTORNEY	1.00		1.00
ADMINISTRATIVE ASSISTANT	1.00		1.00
SECRETARY	5.00		5.00
ASSISTANT COMMONWEALTH ATTORNEY I, II, III, IV	10.00		10.00
	17.00		17.00

Description

The primary mission of the Office of Economic Development is to create an environment conducive for job creation, wealth creation, and quality of life improvement in the City of Danville.

The Office of Economic Development achieves these goals through new business recruitment, business retention and expansion, and the facilitation of entrepreneurial endeavors, which all come together to enhance the economic wellbeing of the community.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$280,392	\$345,026	\$338,720	\$ 369,320	\$ 30,600
Employee Benefits	39,145	51,594	51,870	56,910	5,040
Purchased Services	291,051	240,219	247,190	247,190	-
Internal Service	22,167	21,155	17,210	35,020	17,810
Contribution-Other Entities	-	7,775	-	-	-
Other Operating Expenses	66,607	49,967	78,570	78,680	110
Capital Outlay	247	39	-	-	-
Totals	\$699,609	\$715,775	\$733,560	\$ 787,120	\$ 53,560

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SPECIAL PROJECT MGR	1.00	1.00
MARKETING AND RESEARCH MANAGER	1.00	1.00
ASST DIR OF ECONOMIC DEVELOPMT	1.00	1.00
ECONOMIC DEV PROJECT MANAGER	1.00	1.00
DIRECTOR OF ECONOMIC DEV	1.00	1.00
Total	5.00	5.00

GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Economic Development							
International Recruitment Implementation		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
River District Property Purchase & Improvement Plan	60921	1,350,000	2,500,000	2,250,000	2,000,000	2,000,000	10,100,000
E/D Industrial Site Development	608*	-	1,750,000	1,500,000	1,250,000	1,000,000	5,500,000
Economic Development Total		\$ 1,450,000	\$ 4,350,000	\$ 3,850,000	\$ 3,350,000	\$ 3,100,000	\$ 16,100,000

**GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>Economic Development</i>						
River District Property Purchase & Improvement Plan	\$ -	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 1,350,000
International Recruitment Implementation	100,000	-	-	-	-	100,000
Total Economic Development	\$ 100,000	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 1,450,000

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: International Recruitment Implementation
Project No:

Department: Economic Development
Division: N/A
Section: N/A

Description:

International recruitment allows the OED great flexibility to recruitment in areas with vibrant economies such as the European Market which is currently showing lots of activity and interest for capital investment and job creation in the U.S and specifically, Danville. This request includes funds that covers the costs of staff to travel internationally if necessary to close deals. This also covers the cost of the ongoing consulting contract for Tom Loehr to assist with recruitment and ED strategy which has proven to be an critical piece in the recruitment of recent advanced manufacturing industry .

Justification:

This CSP request directly supports the recruitment of new international industry to the region which provides jobs and tax dollars to the City of Danville. In 2017 there was one new international industries announced that will be locating in the City of Danville as a direct result of this initiative. There are 2-3 active prospects that could be announced prior to the end of the fiscal year.

Comments:

N/A

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	100,000	100,000	100,000	100,000	100,000	500,000
Fund Balance	-	-	-	-	-	-
Total Funding Sources	100,000	100,000	100,000	100,000	100,000	500,000

Goals/Milestones:

FY 2019	Support International Consulting and Travel
FY 2020	Support International Consulting and Travel
FY 2021	Support International Consulting and Travel
FY 2022	Support International Consulting and Travel
FY 2023	Support International Consulting and Travel

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: River District Property Purchase & Improvement Plan
Project No: 60921

Department: Economic Development
Division: N/A
Section: N/A

Description:

The requested funds are to be used for redeveloping key properties in the River District. Through the vehicle of the Industrial Development Authority, the funds are used to purchase derelict downtown property, redevelop properties, partner with private sector developers for renovation projects, and assist economic development projects that want to locate in the River District.

Justification:

Buildings and properties have deteriorated in the River District for the last four decades to the point that many of the buildings are beyond any level of economic feasibility for renovating. Danville has a lack of private sector development dollars to turn the tide against blight. To spur private sector development, we are using CSP funds to purchase key properties and renovate them with the hopes that the private sector will step in

Comments: Details of projects to be provided in a closed session

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Balance	1,350,000	2,500,000	2,250,000	2,000,000	2,000,000	10,100,000
General Fund Revenue	-	-	-	-	-	-
Total Funding Sources	1,350,000	2,500,000	2,250,000	2,000,000	2,000,000	10,100,000

Goals/Milestones:

FY 2019	List to be provided to City Council in Closed Session
FY 2020	List to be provided to City Council in Closed Session
FY 2021	List to be provided to City Council in Closed Session
FY 2022	List to be provided to City Council in Closed Session
FY 2023	List to be provided to City Council in Closed Session

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: E/D Industrial Site Development
Project No: 608*

Department: Economic Development
Division: N/A
Section: N/A

Description:

To ensure our future economic competitiveness and continue to build the tax base, the Office of Economic Development recommends the Industrial Development Authority, through funding from the City of Danville, purchase property to develop industrial sites within the city limits for prospective businesses.

Justification:

Due to the relative success of Danville's economic development efforts the past ten years, we have limit usable industrial park property within the city limits. Two properties have been identified and purchased for future industrial development. In order to proactively develop both the Coleman Site (100 acres) and redevelop schoolfield (90 acres) the City will need to plan to invest resources in these areas.

Comments:

N/A

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Balance	-	1,750,000	1,500,000	1,250,000	1,000,000	5,500,000
						-
Total Funding Sources	-	1,750,000	1,500,000	1,250,000	1,000,000	5,500,000

Goals/Milestones:

FY 2019	N/A
FY 2020	List to be provided to City Council in Closed Session
FY 2021	List to be provided to City Council in Closed Session
FY 2022	List to be provided to City Council in Closed Session
FY 2023	List to be provided to City Council in Closed Session

Description

The Director of Finance is charged with overseeing the fiscal needs of the City of Danville. The functions of this Division within the Finance Department include accounting and the supervision of all encumbrances, expenditures and disbursements to ensure that the budget appropriations are not exceeded and the preparation of the City's monthly and annual financial Statements. The Director provides administrative oversight to Collections, Purchasing, Central Services, the Employees Retirement System, Internal Audit, and Real Estate Assessment divisions. In addition, the Director serves as Treasurer of the Danville-Pittsylvania Regional Industrial Facility Authority and as the Finance Director for the Industrial Development Authority.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$139,711	\$144,224	\$144,320	\$ 149,180	\$ 4,860
Employee Benefits	18,847	20,969	22,100	22,990	890
Professional Services	-	2,145	-	-	
Internal Service	1,191	3,092	2,130	1,660	(470)
Other Operating Exp	14,509	11,853	14,980	14,700	(280)
Totals	\$174,258	\$182,283	\$183,530	\$ 188,530	\$ 5,000

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR SECRETARY	1.00	1.00
DIR OF FINANCE	1.00	1.00
Total	2.00	2.00

Description

The Division of Real Estate Assessment is a division of the Finance Department provides mass appraisal services of real property for tax purposes. With offices located on the third floor of the Municipal Building, the Division of Real Estate Assessment is responsible for the discovery, listing and appraisal of all real property in the City; maintaining current ownership and mailing address information; maintaining current parcel maps for GIS system; providing special assessments for land use; defending the City's assessments at Board of Equalization hearings; and the preparation of appraisal reports and testifying in court in defense of assessments, and administers the Veterans Real Estate Tax Relief program for veterans rated as 100% permanently and totally disabled due to a service-connect disability. Additionally the Division of Real Estate Assessment shares in the administration of the Tax Abatement of Rehabilitated Buildings Program; the Residential Subdivision Reimbursement Program; the Property Tax Exemption or Deferral and Reduced Residential Refuse Fee for the elderly or person found to be permanently and totally disabled program.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$212,584	\$262,859	\$260,630	\$ 265,540	\$ 4,910
Employee Benefits	29,041	38,602	39,910	40,920	1,010
Purchased Services	1,202	1,428	1,500	1,570	70
Internal Service	19,343	17,488	19,020	15,860	(3,160)
Other Operating Exp	17,254	7,505	18,880	10,900	(7,980)
Capital Outlay	354	354	-	-	-
Totals	\$279,778	\$328,236	\$339,940	\$ 334,790	\$ (5,150)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SR REAL ESTATE ASSSSMNT CLRK	1.00	1.00
REAL ESTATE APPRAISER II	2.00	2.00
REAL ESTATE APPRAISER III	1.00	1.00
DIVISN DIR OF REAL ESTATE ASSE	1.00	1.00
Total	5.00	5.00

Description

The Real Estate and Mobile Home Tax Exemption and Deferral for Certain Elderly or Disabled Persons program, administered by the City’s Tax Relief Official currently assigned to the Parks, Recreation & Tourism Department’s Seniors Division with assistance of the Division of Real Estate Assessment, provides for reduced real estate and mobile home tax payments and reduced refuse fees for qualifying elderly or disabled, low-income property owners.

Through permissive legislation, City Council adopted the property tax relief program in 1974. Originally, the tax relief was limited to real estate only. In 1988, the program was amended to include mobile homes. In 2001, the program was amended to include disabled persons. In 2007, the program was amended to include reduced residential solid waste fee for certain elderly and disabled persons.

Through permissive legislation, On October 6, 2011 the City Council adopted the exemption from taxes on property for qualified disabled veterans rated by the U.S. Department of Veterans Affairs as 100% permanent and totally disabled due to a service-connected disability. All application are filed and processed in the Division of Real Estate Assessment office.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Other Operating Expenses	\$ 75,976	\$ 106,684	\$ 105,500	\$ 137,000	\$ 31,500
Totals	\$ 75,976	\$ 106,684	\$ 105,500	\$ 137,000	\$ 31,500

Description

The Real Estate Board of Equalization provides property owners an opportunity to appeal their real estate assessment values. State law requires the City to have a Board of Equalization each reassessment year. Currently the City is on even year biennial reassessment cycle.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 810	\$ -	\$ 1,350	\$ -	\$ (1,350)
Employee Benefits	62	-	110	-	(110)
Purchased Services	-	-	330	-	(330)
Totals	\$ 872	\$ -	\$ 1,790	\$ -	\$ (1,790)

Personnel

By law, the Board is composed of not less than three nor more than five members. Board members must be compensated with a wage for each hour spent in training and during Board hearings.

Description

The Independent Auditor activity includes the examination of the accounts and records of the City and related City organizations involved in the handling of City funds in accordance with generally accepted auditing standards. The auditor's contract requires an independent examination by a Certified Public Accountant who provides an opinion regarding conformance of the financial statements to generally accepted principles. The audit is also conducted in accordance with generally accepted auditing standards, governmental auditing standards issued by the Comptroller General of the United States, and requirements of the Auditor of Public Accounts of the Commonwealth of Virginia. As a recipient of federal and state grants, the City's audit is subject to the requirements of the Comptroller General and the Auditor of Public Accounts.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Purchased Services	\$ 123,812	\$ 130,505	\$ 135,000	\$ 135,000	\$ -
Totals	\$ 123,812	\$ 130,505	\$ 135,000	\$ 135,000	\$ -

Description

The Customer Accounts Division of the Finance Department provides a full range of billing and collection services. The offices are located in the Charles H. Harris Financial Service Center, 311 Memorial Drive. The Division is responsible for properly establishing and maintaining customer utility accounts, ensuring proper and timely billing of accounts and resolving billing and service issues, as well as processing and maintaining records of all billings and payments for utilities, property taxes, other local taxes, licenses and miscellaneous charges.

Customer Accounts is also the point of contact should a citizen need information about account balances and payments with regard to utility and tax accounts.

The Customer Accounts Division budget consists of four functions: administration, customer care, billing, and collections. The administrative division accounts for administrative salaries and benefits, interest on customer deposits, and contractual expenses. The customer care function initiates and terminates service accounts, enrolls customers in the Equal Pay and Bank Draft plans, responds to customer inquiries and assists with information requests. The billing function imports readings from approximately 81,000 AMI electric, water and natural gas meters, and processes monthly billing statements for approximately 48,000 accounts. Bills are printed and mailed in-house daily. The collections function accepts payments from customers, posts all customer payments, issues non-pay disconnect orders for past due utility accounts. It also administers a number of programs, including: Fuel Assistance, Debt Set-Off, Vehicle Registration Withholding, and the collection of delinquent accounts by using other appropriate collection methods, such as court proceedings, distress warrants, tax liens, and third-party collections agencies.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Recoveries	-	-	-	1,327,670	1,327,670
Total	\$ -	\$ -	\$ -	\$ 1,327,670	\$ 1,327,670
	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 448,763	\$ 380,875	\$ 451,550	\$ 985,760	\$ 534,210
Employee Benefits	62,125	56,000	69,140	151,880	82,740
Purchased Services	82,904	81,566	92,070	244,830	152,760
Internal Service	32,874	29,183	27,990	31,120	3,130
Other Operating Exp	134,073	168,594	181,590	763,670	582,080
Capital Outlay	1,424	332	-	6,500	6,500
Debt Service	-	-	-	3,630	3,630
Totals	\$ 762,163	\$ 716,550	\$ 822,340	\$ 2,187,390	\$ 1,365,050
Net Cost to City	\$ 762,163	\$ 716,550	\$ 822,340	\$ 859,720	\$ 37,380

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
CASHIER	5.00	5.00
SENIOR CASHIER	1.00	
COLLECTIONS CLERK II	3.00	4.00
SENIOR COLLECTIONS CLERK	2.00	2.00
DELINQUENT COLLECTIONS CORDNTR	1.00	1.00
DIV DIR OF CUSTOMER ACCOUNTS	1.00	1.00
COL CUST ACC MANAGER		1.00
CUSTOMER SERVICE REPRESENTATIV		5.00
UTILITY BILLING CLERK		3.00
UTILITY SPECIAL BILLING CLERK		2.00
SENIOR UTILITY BILLING CLERK		1.00
SR CUS SERVICE/TRAINING REP		1.00
DIVISN DIR OF CUSTOMER SERVICE		1.00
Total	13.00	27.00

Description

The Accounting Division of the Finance Department works to provide sound fiscal management, timely and accurate financial reporting, and safeguarding of the City’s assets through proper internal controls. This includes oversight of the City’s accounting, payroll, fixed assets, accounts payable, grant reporting, and inventory management systems. This division is also responsible for interfaces between the general ledger and the utility and collection software systems. Additional functions and responsibilities include: centralized accounts payable processing, weekly and monthly payroll processing, timely processing and reporting of payroll taxes and other payroll deductions, debt service administration, grant management, cash management, administration of the City’s property and liability insurance, and the administration of cash, investment, and payroll operations of the City’s Retirement System. The accounting and financial reporting for the Regional Industrial Facility Authority is also a function of this division, as well as the coordination of the related audits with independent auditors.

The Accounting Division prepares Consolidated Annual Financial Reports (CAFRs) for both the City and the Employees’ Retirement System and coordinates the audit of these reports with the City’s independent auditors. The City submits both CAFRs to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting Award. The City has received this award for thirty-one consecutive years. It is the responsibility of this division to ensure the City’s financial reporting continues to receive this prestigious award and to continually seek to improve the City’s financial reporting.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$441,818	\$522,954	\$551,020	\$ 570,140	\$ 19,120
Employee Benefits	61,017	77,749	84,370	83,250	(1,120)
Purchased Services	15,539	11,774	21,730	21,730	-
Internal Service	13,747	12,716	16,020	13,240	(2,780)
Other Operating Exp	23,122	24,305	23,240	26,060	2,820
Capital Outlay	1,408	-	1,000	2,000	1,000
Totals	\$556,651	\$649,498	\$697,380	\$ 716,420	\$ 19,040

Personnel

The City's Internal Auditor, who also provides cash and risk management services, is split 50/50 between the Internal Audit function and Accounting. Also, there is one Accountant allocated approximately 40% to the Employee Retirement System, 30% to RIFA, and 30% to Accounting.

Position Title	FY 2019 FTEs		FY 2020 FTEs
ACCOUNT CLERK	2.00		2.00
SENIOR ACCOUNT CLERK	1.00		1.00
PAYROLL TECHNICIAN	1.00		1.00
ACCOUNTANT III	0.59		1.59
ACCOUNTANT II	3.00		2.00
BUSINESS SYSTEMS ACCOUNTANT	1.00		1.00
ASSISTANT DIRECTOR OF FINANCE	1.00		1.00
SENIOR INTERNAL AUDITOR	0.50		0.50
Total	10.09		10.09

Description

The Purchasing Division of the Finance Department is the center of the centralized purchasing operations for the City of Danville. While following statutory guidelines, this department aims to secure high quality products and services at the best possible cost for all of the departments of the City. Additionally, the Purchasing Division oversees the negotiating of professional contracts, monitoring vendor performance, manages the use of procurement cards, oversees the City's liability insurance programs, and administers surplus property disposal. The Purchasing Division also provides administrative oversight for Central Services, the City's centralized producer of printed materials, utility and tax bill printing, postal services, and office supplies.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$229,740	\$241,934	\$248,460	\$ 253,760	\$ 5,300
Employee Benefits	31,668	35,998	38,040	39,110	1,070
Purchased Services	63,438	88,637	75,000	78,200	3,200
Internal Service	13,530	12,497	13,440	3,460	(9,980)
Other Operating Exp	10,853	6,933	14,700	19,390	4,690
Capital Outlay	-	2,150	11,300	12,200	900
Totals	\$349,229	\$388,149	\$400,940	\$ 406,120	\$ 5,180

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
PURCHASING CLERK	1.00	1.00
SENIOR PURCHASING CLERK	1.00	1.00
BUYER	1.00	1.00
DIVISION DIR OF PURCHASING	1.00	1.00
SENIOR PRINTER	1.00	1.00
PRINT SHOP SUPERVISOR	0.10	0.10
Total	5.10	5.10

Description

The Internal Audit function in the Finance Department ensures integrity and reliability of financial reporting and protection against fraud. The Internal Auditor also ensures that a minimum acceptable set of control activities are in place in each of the business units and functions. Internal control procedures are regularly reviewed to identify weaknesses and/or gaps. When necessary, internal control improvements are recommended with the goal of mitigating risk, increasing productivity, and streamlining business processes. Additionally, this function routinely reviews the City's financial policies and procedures manuals, monitor compliance, and establish a process to adopt policies and procedures to changing business requirements.

Staff in this division serve multiple roles and currently also manage the City's cash flow, accounting for investments, as well as risk management. Duties also include managing the City's Insurance Fund, as well as preparing allocations for the City's self-insured workers' compensation expenses.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$42,535	\$44,130	\$44,130	\$ 46,980	\$ 2,850
Employee Benefits	6,009	6,678	6,760	7,250	490
Internal Service	665	720	720	420	(300)
Other Operating Exp	2,954	1,066	3,250	3,270	20
Totals	\$52,163	\$52,594	\$54,860	\$ 57,920	\$ 3,060

Personnel

Because the City's Internal Auditor is also currently tasked with cash and risk management for the City, funding for this position is split between Finance: Internal Auditor (50%) and Finance: Accounting (50%).

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR INTERNAL AUDITOR	0.50	0.50
Total	0.50	0.50

Description

The Danville and Pittsylvania County Regional Fire Training Center is located at 658 Stinson Drive, Danville, VA. The center meets the standard requirements of the National Fire Protection Association (NFPA 1403) and the Virginia Department of Fire Programs for conducting live fire training evolutions and is capable of offering a myriad of other fire and rescue training opportunities. The center is utilized for training the 121 uniformed personnel of the Danville Fire Department and the more than 680 members of the 21 volunteer fire departments located throughout Pittsylvania County. The facility has hosted regional fire training schools, certification training, and has been used by Danville Utilities, Progress Energy, Goodyear Tire and other local industries. The Danville Fire Department manages and serves as fiduciary and the City and County share the operational costs equally.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rental Income	\$ -	\$ -	\$ 1,100	\$ -	\$ (1,100)
Recoveries-Pittsly County	4,178	1,995	9,500	9,500	-
Totals	\$ 4,178	\$ 1,995	\$10,600	\$ 9,500	\$ (1,100)
Expenditures:					
Purchased Services	\$ 8,423	\$ 4,894	\$15,000	\$ 15,000	\$ -
Internal Service	2,947	2,888	3,000	3,000	-
Other Operating Exp	942	807	1,000	1,000	-
Totals	\$12,312	\$ 8,589	\$19,000	\$ 19,000	\$ -
Net Cost to City	\$ 8,134	\$ 6,594	\$ 8,400	\$ 9,500	\$ 1,100

Description

The Danville Fire Department is an internationally accredited, full service career department that holds a public protection class 1 rating, from the Insurance Services Office. Our mission is to strive to protect life, property, and environment through prevention, mitigation, response, recovery, education and communication in order to promote the entire community's health, safety, and well-being. With 10 day-staff personnel and 114 fire suppression personnel assigned to one of three 24-hours shifts among 7 stations strategically located throughout the 44 square miles of Danville, the department provides a rapid response to all types of fire, rescue, and medical emergencies. Additionally, the department offers fire and injury prevention, fire and maintenance code enforcement, fire investigations, and supports two special operations teams: a Regional Hazardous Materials Response Team and a Technical Rescue Team. This year the department brought on 15 part-time firefighters. Upon completion of their training they will be used to fill staffing gaps and will create a pool of candidates to expedite future hires.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Fire Permits	\$ 1,960	\$ 1,580	\$ 1,300	\$ 1,300	\$ -
Fire False Alarms	-	5,200	5,000	10,000	5,000
Sale/Salvage-Vehicles	4,880	-	-	-	-
Fire Compliance Inspections	6,100	4,503	4,500	4,500	-
Fire Routine Inspections	130	800	100	500	400
Fire Plan Reviews	1,290	640	800	800	-
Emergency Response Prog	30,000	30,000	30,000	30,000	-
Emergency Medical Serv	17,565	17,127	17,570	17,130	(440)
Emergency Services Grant	27,013	27,013	27,020	27,020	-
Totals	\$ 88,938	\$ 86,863	\$ 86,290	\$ 91,250	\$ 4,960
Expenditures:					
Personnel Services	\$6,271,080	\$6,258,170	\$6,250,480	\$ 6,416,800	\$ 166,320
Employee Benefits	1,088,680	782,548	1,038,550	1,663,750	625,200
Purchased Services	209,313	217,237	208,660	231,220	22,560
Internal Service	276,490	296,052	294,320	316,920	22,600
Other Operating Exp	227,247	239,239	267,610	261,950	(5,660)
Capital Outlay	7,723	26,835	41,800	30,000	(11,800)
Totals	\$8,080,533	\$7,820,081	\$8,101,420	\$ 8,920,640	\$ 819,220
Net Cost to City	\$7,991,595	\$7,733,218	\$8,015,130	\$ 8,829,390	\$ 814,260

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR SECRETARY	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00
FIREFIGHTER	60.00	60.00
FIRE FIGHTER/ENGINEER	24.00	24.00
FIRE SUPPORT ANALYST	1.00	1.00
FIRE LIET/ASST TRAINING OFFICER	6.00	6.00
FIRE CODE INSPECTOR	1.00	1.00
FIRE CAPTAIN	21.00	21.00
ASSISTANT FIRE MARSHAL	1.00	1.00
FIRE MARSHAL	1.00	1.00
BATTALION CHIEF	4.00	4.00
ASSISTANT FIRE CHIEF	2.00	2.00
FIRE CHIEF	1.00	1.00
Total	124.00	124.00

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Fire Apparatus & Equipment Replacement Plan
Project No: 60184

Department: Fire
Division: Fire Administration
Section: N/A

Description:

This project provides for the replacement of fire apparatus at the end of its useful life and the replacement of necessary firefighting equipment, personal protective gear, radios, and so forth.

Justification:

Each year the City receives funds from the Virginia Dept of Fire Programs. These funds are estimated each year as a General Fund revenue, and must be used for select capital and special equipment purchases. The Fire Apparatus and Equipment Replacement Plan is a qualified purchase to continue receiving these funds from the State.

Comments:

N/A

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	-	390,000	650,000	410,000	420,000	1,870,000
General Fund-Aid to Localities-VA Fire Prog	120,000	120,000	120,000	120,000	120,000	600,000
Bonds	380,000	-	-	-	-	380,000
Total Funding Sources	500,000	510,000	770,000	530,000	540,000	2,850,000

Goals/Milestones:

FY 2020	Replacement of 1998 fire truck
FY 2021	Replacement of 2001 fire truck
FY 2022	Replacement of a second 2001 fire truck and required replacement of outdated turnout gear
FY 2023	Replacement of 2004 fire truck
FY 2024	Replacement of a second 2004 fire truck

Description

Emergency Management is a division of the Fire Department, and provides interagency coordination, communications and support at emergency incidents as well as large special events. The department manages the Emergency Operations Center (EOC), mobile EOC, and works with local, state, federal, and nongovernmental agencies to provide resources and expertise in four major areas: preparedness, response, recovery, and mitigation.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 7,074	\$ 5,584	\$15,540	\$ 15,540	\$ -
Employee Benefits	541	427	1,190	1,190	-
Purchased Services	31,186	28,552	31,240	24,600	(6,640)
Internal Service	13,791	18,306	22,580	23,770	1,190
Other Operating Exp	20,608	16,904	22,760	21,840	(920)
Capital Outlay	-	-	500	500	-
Totals	\$73,200	\$69,773	\$93,810	\$ 87,440	\$ (6,370)

Personnel

The Community Emergency Response Team (CERT) program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations. Through CERT and its coordinator, the community is more resilient and capable to prepare for, respond to and recover from disasters.

Position Title	FY 2019 FTEs	FY 2020 FTEs
CERT COORDINATOR	0.50	0.50
TOTAL	0.50	0.50

Description

The Emergency Communications Center (ECC) is the main Public Safety Answering Point for the City of Danville. The ECC provides staffing 24 hours a day and is responsible for answering all 9-1-1 emergency calls for police, fire, and ambulance services as well as answering nonemergency calls and directing the caller to the appropriate agency. Our telecommunicators receive national certification to be the first point of contact for those dialing 9-1-1 and to identify and dispatch the appropriate emergency resource, provide support to responders, and give pre-arrival instruction to their callers before emergency personnel arrive. Our ECC provides enhanced 911 services including caller location capability, text to 911, and the ability to send out mass alerts during emergencies.

Revenues/Expenditures

Activity	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Concess Rentals & Comm	\$ 64	\$ 41	\$ -	\$ -	\$ -
Wireless E911 State Funds	167,384	173,519	170,010	174,000	3,990
Totals	\$167,448	\$173,560	\$ 170,010	\$ 174,000	\$ 3,990
Expenditures:					
Personnel Services	\$746,824	\$697,518	\$ 780,740	\$ 787,800	\$ 7,060
Employee Benefits	102,032	101,046	115,700	117,490	1,790
Purchased Services	32,319	72,303	62,980	84,020	21,040
Internal Service	7,638	7,557	8,880	3,380	(5,500)
Other Operating Exp	55,363	49,855	60,690	59,250	(1,440)
Capital Outlay	4,799	1,565	14,000	13,800	(200)
Totals	\$948,975	\$929,844	\$1,042,990	\$ 1,065,740	\$ 22,750
Net Cost to City	\$781,527	\$756,284	\$ 872,980	\$ 891,740	\$ 18,760

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
EMERGENCY COMMUNICATIONS TELEC	16.00	16.00
EM COMMUNICATIONS TLMNTR SPR	4.00	4.00
911 EMERGENCY COMMUNICATNS MGR	1.00	1.00
Total	21.00	21.00

Description

This Office provides for the oversight and conduct of all elections in the City to include federal, state, and local elections. Elections can run the gamut from one to four elections in one year. The Board has the responsibility to insure the uniformity, legality, and purity of each election. The Electoral Board consists of a secretary of the Electoral Board and two board members, all which are appointed by the judge of the Circuit Court. The Board provides for the appointment of the city general registrar and all officers of elections. The board is responsible for overseeing the training of officers of elections.

The office receives, reviews, and maintains campaign finance reports for all local candidates. It is responsible for the distribution of voting machines and all related election materials and for securing polling places. The Board conducts the canvass after each election and certifies election results for the City of Danville.

State law mandates this Office. At least one member of the Board is required to attend seminars and training conducted by the Virginia Department of Elections.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Electoral Board-State	\$ 6,879	\$ 6,978	\$ 7,000	\$ 7,000	\$ -
Totals	\$ 6,879	\$ 6,978	\$ 7,000	\$ 7,000	\$ -
Expenditures:					
Personnel Services	\$ 50,149	\$ 53,713	\$ 49,800	\$ 94,000	\$ 44,200
Employee Benefits	657	672	800	800	-
Purchased Services	1,322	2,581	2,300	2,650	350
Internal Service	2,862	7,418	8,800	17,500	8,700
Other Operating Expenses	15,952	51,580	82,080	137,010	54,930
Totals	\$ 70,942	\$ 115,964	\$ 143,780	\$ 251,960	\$ 108,180
Net Cost to City	\$ 64,063	\$ 108,986	\$ 136,780	\$ 244,960	\$ 108,180

Personnel

State law mandates the three member Electoral Board. Salary is set by State Compensation Board.

Description

The Office of the Registrar is located at 530 Main Street, Suite 100, in downtown Danville. This office is responsible for the administration of voter registration, assessing the needs of the citizens, and establishing a schedule to meet those needs. The Registrar's Office is also responsible for communicating the requirements of law clearly and courteously to all citizens so that they understand their responsibilities as well as their rights.

The office is responsible for handling requests for absentee ballots for all elections, including absentee voting by mail and voting absentee in person at the office. The office handles local candidate filings. The Registrar assists the Electoral Board with election management. The Electoral Board has designated the Registrar's Office to be the custodian of the voting machines, and developing the training program for officers of election. The Registrar's Office works closely with the Electoral Board office to assure an error-free election. The office is responsible for overseeing the coding and formatting of election and candidate information by the vendor, and the programming of all voting machines for each election. The office handles security, maintenance, and logistic and accuracy testing for all the voting equipment. The office has instituted the use of electronic poll books on Election Day to improve the voters experience at check in.

This office is responsible for all elections and registration records that are open for public inspection. State law mandates this office. Its employees are required to attend seminars and training sessions to keep abreast of legislation that may affect their workload.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Recoveries	\$ 5,921	\$ -	\$ 6,000	\$ -	\$ (6,000)
Registrar - State	35,021	35,343	35,000	35,000	-
Totals	\$ 40,942	\$ 35,343	\$ 41,000	\$ 35,000	\$ (6,000)
Expenditures:					
Personnel Services	\$ 98,322	\$101,159	\$102,250	\$ 108,700	\$ 6,450
Employee Benefits	12,991	14,266	13,370	9,010	(4,360)
Purchased Services	750	1,342	1,600	1,980	380
Internal Service	4,150	5,119	6,370	6,900	530
Other Operating Expenses	9,695	51,511	66,410	71,450	5,040
Capital Outlay	-	8,628	-	-	-
Totals	\$125,908	\$182,025	\$190,000	\$ 198,040	\$ 8,040
Net Cost to City	\$ 84,966	\$146,682	\$149,000	\$ 163,040	\$ 14,040

Personnel

Position Title	FY 2019 FTEs		FY 2020 FTEs
DEPUTY REGISTRAR	1.00		1.00
REGISTRAR	1.00		1.00
Total	2.00		2.00

Description

The Circuit Court of Danville is the trial court of general jurisdiction with the authority to try civil and criminal cases. Additionally, the Circuit Court has jurisdiction for any case for which jurisdiction is not specified in the Code of Virginia and has the authority to impanel regular and special grand juries.

In criminal cases, the Circuit Court has jurisdiction over the trial of all felonies and misdemeanors originating from grand jury indictments. The Circuit Court also has jurisdiction over juveniles who are charged with felonies and whose cases are certified for trial by the judge of the Juvenile and Domestic Relations District Court. In civil cases, the Circuit Court has concurrent jurisdiction with the General District Court over claims of \$4,500 to \$15,000. The Circuit Court has original jurisdiction over monetary claims exceeding \$15,000. Additionally, the Circuit Court has jurisdiction over issues concerning the validity of municipal ordinances or corporate bylaws. The Circuit Court has appellate jurisdiction over appeals from the General District Court and from the Juvenile and Domestic Relations District Court. Appeals from administrative agencies are also heard in the court.

Expenditures

Currently, we are seeing an explosion of digital evidence in criminal (and civil) cases. Some of that evidence is in the form of body camera footage, or police interrogations or surveillance video. In the case of jury trials, that evidence (typically in the form of a DVD) is played for the jury during the trial and admitted as a physical exhibit. Unlike other physical exhibits, however, there is no mechanism to allow the jury to review/consider that digital evidence as part of their deliberations. As a compromise, we bring the jury back into the Courtrooms to allow the evidence to be played back, but as they are doing that, because of how the system works, a number of people have to be present - which can have a chilling effect on the jury (either individual members or the group) and can stifle their deliberations.

In an effort to solve this problem we contacted the City's IT department, who recommended a system which we believe will work well. It involves purchasing 2 large monitors (1 for each jury room) and computers built into the monitors. The monitors would operate on a closed network so that the Jury cannot access anything other than admitted evidence. The evidence would be placed in a file for the jury to consider as part of their deliberations and would be done in a manner to allow the jury to do this all inside the jury room with no assistance/help/presence from anyone else. The budget request we have submitted will, we believe, accomplish this at minimal cost for the benefits received.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 136,591	\$ 159,665	\$ 134,290	\$ 137,380	\$ 3,090
Employee Benefits	16,398	19,467	20,570	21,170	600
Purchased Services	5,917	4,052	4,150	4,450	300
Internal Service	3,351	2,767	3,430	1,480	(1,950)
Other Operating Expenses	12,574	13,773	13,330	14,400	1,070
Capital Outlay	66,979	-	-	7,000	7,000
Totals	\$ 241,810	\$ 199,724	\$ 175,770	\$ 185,880	\$ 10,110

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
LEGAL SECRETARY	1.00	1.00
JUDICIAL ASSISTANT	1.00	1.00
LAW CLERK	1.00	1.00
Total	3.00	3.00

Description

General District Court is located on Patton Street in the Courts and Jail Building on the third floor. Court commences at 8:30am, five days a week for Traffic and Criminal Cases; civil cases are held on Tuesday beginning at 10:00am. Small Claims Court is held on the second Tuesday of every month at 12:00 noon. One must call to reserve time on the Civil Docket.

The General District Court handles all traffic and criminal misdemeanor cases, felony preliminary hearings, civil small claims court involving \$5,000 or less, and civil cases up to \$25,000.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$26,639	\$27,684	\$30,500	\$ 28,000	\$ (2,500)
Internal Service	676	694	500	700	200
Other Operating Expenses	10,690	12,381	13,300	12,670	(630)
Capital Outlay	664	1,133	-	-	-
Totals	\$38,669	\$41,892	\$44,300	\$ 41,370	\$ (2,930)

Description

The principal function of the magistrate is to provide an independent, unbiased review of complaints brought to the office by law enforcement officers and citizens. Although they do serve as conservators of the peace, magistrates are not connected with law enforcement. Instead, magistrates serve as a buffer between law enforcement and society. In addition, magistrates assist the public by providing general information on civil and criminal processes and procedures.

Magistrates have the following statutorily prescribed powers: to act as conservators of the peace, to administer oaths and take acknowledgements, to issue arrest warrants, to issue search warrants, to admit to bail or commit to jail, to issue summonses and subpoenas, to issue civil warrants and pre-trial levies and seizures, to accept prepayment for certain traffic and misdemeanor offenses, to issue mental and medical emergency custody orders, to issue temporary mental detention orders, to issue medical temporary detention orders, to issue emergency protective orders, and to issue out of service orders to commercial vehicle drivers.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Internal Service	\$ 39	\$ 15	\$ 100	\$ 50	\$ (50)
Other Operating Expenses	441	1,172	800	1,000	200
Capital Outlay	317	188	600	300	(300)
Totals	\$ 797	\$ 1,375	\$ 1,500	\$ 1,350	\$ (150)

Description

The Danville Office of the 22nd Court Service unit is administered by the Virginia Department of Juvenile Justice. The Unit provides a continuum of services to juveniles and families having contact with the Juvenile and Domestic Relations court. Services as ordered by the court or provided at the Unit's intake would include but not be limited to receiving, processing, and when applicable, diverting intake complaints, completing court ordered investigations, reports, reviews, and addendums, providing probation and intensive supervision services, parole and intensive parole services including institutional visitation and community supervision, community work services, and substance abuse evaluation and drug testing.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Internal Service	\$ 240	\$ 240	\$ 300	\$ 300	\$ -
Cost Allocation	4,625	4,625	4,650	4,700	50
Totals	\$ 4,865	\$ 4,865	\$ 4,950	\$ 5,000	\$ 50

Description

The Intake Diversion Program offers a service alternative to the Juvenile and Domestic Relations Circuit Court that can assist in diverting a youth from formal action before the court system. Since the services rendered are by an employee assigned to the Court Service Unit, supportive services rendered may include, but are not limited to, mentoring, anger management, substance abuse, and counseling with child and parent, etc. The Intake Diversion Program offers a service alternative to the Juvenile and Domestic Relations Circuit Court that can assist in diverting a youth from formal action before the court system. Since the services rendered are by an employee assigned to the Court Service Unit, supportive services rendered may include, but are not limited to, mentoring, anger management, substance abuse, and counseling with child and parent, etc.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$28,339	\$40,772	\$40,780	\$ 41,200	\$ 420
Employee Benefits	3,786	5,602	6,250	3,260	(2,990)
Purchased Services	460	-	-	-	-
Totals	\$32,585	\$46,374	\$47,030	\$ 44,460	\$ (2,570)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
INTAKE DIVERSION SPECIALIST	1.00	1.00
Total	1.00	1.00

Description

The Juvenile and Domestic Relations District Courts have jurisdiction over all cases, matters, and proceedings involving the following: delinquents; juveniles accused of traffic infractions and violations; juveniles who are status offenders; children in need of services and/or supervision; children who have been subjected to abandonment; escapees from residential care facilities; adults accused of child abuse, neglect, or of offenses against any child or in which members of their families are victims; court ordered rehabilitative services; emancipation of minors; adults accused of abuse of a spouse, ex-spouse, person with whom they have a child in common, or family, or household member; adults involved in disputes concerning the support, visitation, or custody of a child and parentage determinations; foster care and entrustment agreements; commitment of mentally ill children and certification of mentally retarded children; court consent for certain medical treatments; and issuance of juvenile operator's licenses.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$11,118	\$11,290	\$ 8,000	\$ 8,000	\$ -
Employee Benefits	851	864	620	620	-
Purchased Services	3,021	4,899	10,430	10,430	-
Internal Service	938	-	-	-	-
Other Operating Expenses	18,605	24,162	24,950	25,700	750
Capital Outlay	6,519	1,712	10,000		(10,000)
Totals	\$41,052	\$42,927	\$54,000	\$ 44,750	\$ (9,250)

Description

The Department of Human Resources strives to serve as an innovative and proactive business partner supporting the mission and values of the City of Danville while striving to make the City an employer of choice. This is done by providing consistent and professional support to City staff through efficient and strategic recruitment, development, and retention of a diversified and competent workforce.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$363,694	\$397,373	\$374,460	\$ 385,790	\$ 11,330
Employee Benefits	63,951	64,045	73,930	70,900	(3,030)
Purchased Services	321,301	272,872	406,650	531,650	125,000
Internal Service	14,123	16,207	16,840	12,520	(4,320)
Other Operating Expenses	27,020	25,396	29,810	30,580	770
Capital Outlay	14,707	1,807	-	-	-
Totals	\$804,796	\$777,700	\$901,690	\$ 1,031,440	\$ 129,750

Personnel

One HR Consultant position's salary is shared between the Human Resources salaries account and the Retirement fund. This is because, in addition to the regular HR Consultant responsibilities, half of this position's responsibilities includes managing and administering the Human Resources' retirement responsibilities.

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR SECRETARY	1.00	1.00
HUMAN RESOURCE TECHNICIAN	1.00	1.00
HR CONSULTANT	3.50	3.50
DIRECTOR OF HUMAN RESOURCES	1.00	1.00
Total	6.50	6.50

Initiatives

The increase in purchased services for FY20 are due to a request for a comprehensive salary study and the contract renewal for the City's applicant tracking system.

Best practices dictate that a comprehensive salary study be completed every 3-5 years. Due to budget constraints, the City has not conducted a comprehensive salary study since 2013.

Recruitment and retention are becoming a concern in every department because the City's current pay grades are becoming less competitive with other similar localities and the local job market. In addition, with the implementation of pay for performance, employees are now starting to reach the maximum pay for their assigned positions. A comprehensive salary study will review the City's current pay structure and make recommendations based on current market values. A study is necessary to ensure the City can continue to recruit and retain qualified individuals. Failure to review and address concerns with the pay structure will cause future compression issues as the City has to negotiate new employees' salary higher than the system is designed for in order to fill vacancies.

The City's applicant tracking system, NEOGov, is on a three year contract cycle. The contract is up for renewal in FY20. This amount will decrease in the FY21 budget, as it will not be necessary for two additional years.

Description

The Information Technology Department provides support for three (3) core areas, Technical Services, Application Support, and Administrative Operations. Technical Services provides oversight for the management of the City's computer infrastructure including PC Support and Networking. Application Support provides comprehensive services in multiple areas including but not limited to; financial, human resources, utility billing/collections, tax billing/collections, inspections/permitting, work order management, and the City's intranet applications. Administration provides direction, coordination, and administrative oversight of all information and communication systems, functions, and product acquisitions for the customer. Core services include strategic resource management, business relationship management, project management, and management of service level agreements.

Expenditures

Increases in purchased services are mostly due to standard increases in maintenance fees and the renewal of multi-year contracts. Typically, IT sees an annual increase in maintenance fees from two-five percent. As department needs increased, IT also experienced increases in licensing costs and demand for new software modules. Fourteen multi-year infrastructure support contracts are due to expire in FY 2020. This equates to over \$100,000 in maintenance fees. Three new support items were added to the FY 2020 budget; Smartsheets, Microsoft Office 365, and Archive Social. These costs equate to approximately \$57,000. \$30,610 is from payments required in FY 2019 that were moved to FY 2020.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$1,392,369	\$1,396,453	\$1,453,740	\$ 1,451,320	\$ (2,420)
Employee Benefits	193,898	205,685	221,170	222,820	1,650
Purchased Services	905,251	1,038,815	907,000	1,135,760	228,760
Internal Service	47,237	44,312	37,090	45,270	8,180
Other Operating Expenses	54,780	38,263	66,030	111,300	45,270
Capital Outlay	299,024	369,191	353,190	330,440	(22,750)
Reimbursement	(573,484)	(613,660)	(596,050)	(641,590)	(45,540)
Totals	\$2,319,075	\$2,479,059	\$2,442,170	\$ 2,655,320	\$ 213,150

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
ADMINISTRATIVE ASSISTANT	1.00	1.00
IT APPLICATIONS SUPPORT SPEC	1.00	1.00
IT SOLUTIONS ARCHITECT MANAGER	1.00	1.00
SR IT SUPPORT TECHNICIAN	2.00	2.00
IT BUSINESS RELATIONSHIP MGR	1.00	1.00
IT SUPPORT TECHNICIAN	1.00	1.00
HELP DESK MANAGER	1.00	1.00
PROGRAMMER/ANALYST	1.00	1.00
GIS PROGRAMMER ANALYST	1.00	1.00
SR APPLICATION SUPPORT SPECLST	3.00	2.50
NETWORK ANALYST	1.00	1.00
PC ADMINISTRATOR	1.00	1.00
DIVN DIR OF TECHNICAL SERVICE	1.00	1.00
SYSTEM ADMINISTRATOR	1.00	1.00
NETWORK SYSTEMS ENGINEER	1.00	1.00
ASST OF INFORMATION TECH	1.00	1.00
DIRECTOR OF INFORMATION TECHGY	1.00	1.00
GIS COORDINATOR	1.00	1.00
Total	21.00	20.50

Comments

- IT has 3 FTE Sr Application Support Specialists; 1 is paid for by utilities, leaving 2 **for FY2020**
- IT has 2 Applications Support Specialists, ½ position is paid for by utilities, leaving 1.5

Accomplishments

Since July 2018, IT has completed 14 major projects and system requests, over 25 new system enhancements, and has worked on more than 4,200 help desk tickets. IT's major initiative for FY 2018-2019 was the implementation and completion of a new Time and Attendance system for the City (myTime). IT staff completed the majority of the work, saving approximately \$100,000 in project expenses. Improved efficiencies with myTime include new payroll policies to help streamline the payroll process, full integration with ONESolution finance to upload payroll information, installation of 31 employee kiosks to allow employees to swipe in and out, and the roll out of myTime mobile to allow employees to clock in remotely. Significant enhancements were made to GIS. A new Danville Roots story map was added to the map collection, a new police dashboard was completed to display analytical crime statistics, and new aerial photography was completed. Major infrastructure improvements include the installation of a new backup and recovery system, assessment of VoIP for Social Services, disaster recovery testing, and city-wide Information Security Training. Through internal project work, contract

negotiations, and in-house development work, IT was able to release approximately \$300,000 in unused funds back to the CSP.

Initiatives

Major initiatives for FY 2020 include the completion of VoIP for Social Services, replacement of 50 end-of-life switches, a new text to 911 interface as required by the State, a major upgrade to ONESolution; the city's payroll, accounting, and HR system, a new online permitting portal, significant changes to the budget automation process, planning and design of a new file-server integrated with Microsoft O365, completion of myTime Telestaff scheduler for Police, and multiple system enhancement projects for utilities.

GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Information Technology							
Computer Plan	60016	\$ 250,000	\$ 650,000	\$ 342,500	\$ 300,000	\$ 300,000	\$ 1,842,500
Enterprise Resource Planning Enhancements & Upgrades	60016	93,885	268,000	69,000	750,000	-	1,180,885
GIS	60001	-	60,000	60,000	50,000	50,000	220,000
Information Technology Total		\$ 343,885	\$ 978,000	\$ 471,500	\$ 1,100,000	\$ 350,000	\$ 3,243,385

**GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>Information Technology</i>						
Computer plan		\$ -	\$ -	\$ -	\$ 250,000 (1)	\$ 250,000
Enterprise Resource Planning Enhancements & Upgrades	38,205	-	-	-	55,680 (1)	93,885
Total Information Technology	\$ 38,205	\$ -	\$ -	\$ -	\$ 305,680	\$ 343,885

(1) Reprogrammed

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Computer Plan
Project No: 60016

Department: Information Technology
Division: N/A
Section: N/A

Description:

This project contributes funds for replacing IT infrastructure with new emerging IT Technologies that are required to keep critical systems functioning. As technology continues to change, we need to stay current with infrastructure needs, end-of-life replacement hardware and enhancements that will make the organization more efficient and effective.

Justification:

Requested funds will allow for core technology upgrades

Comments:

Due to budgetary challenges, departments were asked to evaluate current projects for unexpended funds available for reprogramming to FY20 projects. Projects with funding that have not started were evaluated and in several instances these projects were determined not ready to commence. Funding for these projects are also proposed for reprogramming to FY20 projects. At the time the former projects are deemed ready to proceed, new funding will be required in future CSPs. This project is proposed to use reprogrammed IT Department Project Funds.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	-	650,000	342,500	300,000	300,000	1,592,500
Reprogrammed Funds	250,000	-	-	-	-	250,000
Total Funding Sources	250,000	650,000	342,500	300,000	300,000	1,842,500

Goals/Milestones:

FY 2019	Replacement of 50 24 port Catalyst switches reaching end of life
FY 2020	Replacement of Dell Compellent Storage/Backup solution and Microsoft Exchange Upgrade
FY 2021	Technology upgrades for core infrastructure to be determined
FY 2022	Technology upgrades for core infrastructure to be determined
FY 2023	Technology upgrades for core infrastructure to be determined

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Enterprise Resource Planning Enhancements & Upgrades
Project No: 60016

Department: Information Technology
Division: N/A
Section: N/A

Description:

Funding for this project will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs related to system-wide software enhancements.

Justification:

Upgrades are necessary in order to maintain and enhance performance of systems

Comments:

Due to budgetary challenges, departments were asked to evaluate current projects for unexpended funds available for reprogramming to FY20 projects. Projects with funding that have not started were evaluated and in several instances these projects were determined not ready to commence. Funding for these projects are also proposed for reprogramming to FY20 projects. At the time the former projects are deemed ready to proceed, new funding will be required in future CSPs. This project is proposed to use reprogrammed IT Department Project Funds.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenue	38,205	268,000	69,000	750,000	-	1,125,205
Reprogrammed Funds	55,680	-	-	-	-	55,680
Total Funding Sources	93,885	268,000	69,000	750,000	-	1,180,885

Goals/Milestones:

FY 2020	Enhancements and upgrades the City's ERP system Funding will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs
FY 2021	Enhancements and upgrades the City's ERP system Funding will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs
FY 2022	Enhancements and upgrades the City's ERP system Funding will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs
FY 2023	Enhancements and upgrades the City's ERP system Funding will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs
FY 20224	Enhancements and upgrades the City's ERP system Funding will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Geographic Information System
Project No: 60001

Department: Information Technology
Division: N/A
Section: N/A

Description:

This project is necessary to upgrade hardware/software and enhance/maintain current GIS data layers, and add new orthophotography to selected locations in Danville.

Justification:

The purpose of this project is to 1) support the current systems with changing technology, 2) maintain and enhance current databases, and 3) increase opportunities for information transparency, e-services and community outreach.

Comments:

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		-	60,000	60,000	50,000	50,000	220,000
							-
Total Funding Sources		-	60,000	60,000	50,000	50,000	220,000

Goals/Milestones:

FY 2020	N/A
FY 2021	Upgrade hardware/software and enhance/maintain current GIS data layers, and add new orthophotography to selected locations in Danville.
FY 2022	Upgrade hardware/software and enhance/maintain current GIS data layers, and add new orthophotography to selected locations in Danville.
FY 2023	Upgrade hardware/software and enhance/maintain current GIS data layers, and add new orthophotography to selected locations in Danville.
FY 2024	Upgrade hardware/software and enhance/maintain current GIS data layers, and add new orthophotography to selected locations in Danville.

Description

The Admin Revolving Account is for special programs and events held at the Crossing at the Dan which are revenue generating such as Holiday Bazaar, Holiday Market, Spring Yard Sale, etc.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
After School Instruction	\$ 9,021	\$ 6,554	\$ 7,000	\$ 7,500	\$ 500
Totals	\$ 9,021	\$ 6,554	\$ 7,000	\$ 7,500	\$ 500
Expenditures:					
Personnel Services	\$ 4,700	\$ 4,991	\$ 2,640	\$ 3,450	\$ 810
Employee Benefits	359	382	210	270	60
Purchased Services	4,178	893	2,500	2,500	-
Other Operating Expenses	417	109	500	500	-
Totals	\$ 9,654	\$ 6,375	\$ 5,850	\$ 6,720	\$ 870
Net Cost to City	\$ 633	\$ (179)	\$ (1,150)	\$ (780)	\$ 370

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
RECREATION PROGRAM SUPERVISOR	0.10	0.13
Total		0.13

Description

The Administration Division provides administrative operations and oversight for the entire Parks and Recreation Department. Within this division are functions that support the entire department such as communications, facilities and services planning, purchasing and human resources functions. This division also oversees the operation and management of the Crossing at the Dan services and facilities.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rental Income	\$ 31,576	\$ 28,387	\$ 34,500	\$ 35,000	\$ 500
Concession Commission	1,162		1,000		\$ (1,000)
Fees	22,124	22,181	20,000	20,000	\$ -
Gain on Disposal of Property	338	19	-	-	\$ -
Recoveries	546	367	500	500	\$ -
Totals	\$ 55,746	\$ 50,954	\$ 56,000	\$ 55,500	\$ (500)
Expenditures:					
Personnel Services	\$ 429,220	\$ 459,685	\$ 500,740	\$ 512,700	\$ 11,960
Employee Benefits	70,795	127,267	74,080	76,370	2,290
Purchased Services	178,586	163,221	186,600	179,660	(6,940)
Internal Service	50,402	57,698	58,590	55,370	(3,220)
Contribution-Other Entities	-	10,000	-	-	-
Other Operating Expenses	63,740	83,096	105,850	102,730	(3,120)
Capital Outlay	82,160	20,343	25,000	25,000	-
Totals	\$ 874,903	\$ 921,310	\$ 950,860	\$ 951,830	\$ 970
Net Cost to City	\$ 819,157	\$ 870,356	\$ 894,860	\$ 896,330	\$ 1,470

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
ADMINISTRATIVE SPECIALIST	0.50	0.50
SECRETARY	1.00	1.00
SENIOR SECRETARY	1.00	1.00
INTERN		0.15
CUSTODIAN	2.00	2.00
RECREATION PROGRAM SUPERVISOR	0.87	0.81
RECREATION FACILITY OPERATOR	0.33	0.33
PROGRAM COORDINATOR	1.00	1.00
P&R COMMUNICATIONS SPECIALIST	1.00	1.00
P&R FACILITIES & SERVICES PLAN	1.00	1.00
OUTDOOR REC PROGRAM SUPERVISOR	1.00	1.00
DIV DIR OF P&R ADMINISTRATION	1.00	1.00
DIRECTOR OF PARKS & RECREATION	1.00	1.00
Total	11.70	11.79

Description

The Community Recreation Division supports services in the following areas: Health and Wellness, Community Programs and Events, Facility Management, Outdoor Programs and Out of School Programs. Over the past three years, the division has shifted and changed services to meet the needs of the community and focus on services that take them directly into neighborhoods where citizens live. Examples of these services include the new neighborhood initiative “Rec Mobile” that visited 18 sites each week for a three-month period during the summer reaching over 4,000 participants. Elementary and middle school age students access Stonewall Recreation Center without charge year round for afterschool and summer camp services. The Community Recreation division provides multiple community events such as Barktoberfest, Yappy Hour and Bark the Halls throughout the year and supports large department events and partner events such as Festival in the Park, Children’s Festival, Holiday Light Show, Fourth of July, Monster Market Mash, and more. Fit Mobile is a service that offers free fitness classes at various locations throughout the city during year but mainly in the summer. The division also offers seasonal boat rentals at Abreu-Grogan Park allowing the public to access the river during the spring, summer and fall. Community Recreation also manages facility rentals at Coates, Glenwood and the City Auditorium with over 11,000 people served. Building and boat rental revenue is deposited into this General Fund account.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rental Income	\$ 11,596	\$ 9,377	\$ 12,200	\$ 9,020	\$ (3,180)
Fees	659	110	-	-	-
Totals	\$ 12,255	\$ 9,487	\$ 12,200	\$ 9,020	\$ (3,180)
Expenditures:					
Personnel Services	\$333,546	\$301,135	\$357,380	\$ 357,460	\$ 80
Employee Benefits	40,025	39,522	45,010	47,240	2,230
Purchased Services	24,769	9,962	16,430	19,430	3,000
Internal Service	34,159	30,491	33,040	32,210	(830)
Other Operating Expenses	32,523	29,957	39,950	39,700	(250)
Capital Outlay	1,187	601	2,200	2,200	-
Totals	\$466,209	\$411,668	\$494,010	\$ 498,240	\$ 4,230
Net Cost to City	\$453,954	\$402,181	\$481,810	\$ 489,220	\$ 7,410

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
ADMINISTRATIVE SPECIALIST	1.00	1.00
CUSTODIAN	0.87	0.87
RECREATION AIDE	0.29	0.29
RECREATION LEADER	0.90	0.90
RECREATION FACILITY OPERATOR	0.59	0.59
RECREATION SITE SUPERVISOR	0.56	0.56
RECREATION PROGRAM SUPERVISOR	2.26	2.26
DIV DIR OF COMMUNITY RECREATIN	1.00	1.00
PROGRAM COORDINATOR	4.00	4.00
Total	11.47	11.47

Description

The Community Recreation Division supports services in the following areas: Health and Wellness, Community Programs and Events, Outdoor programs and Out of School Programs. Currently all programs and services that are provided to the community with a cost associated to operate them run out of this Revolving account. Programs and services include trail races, running events, community events, after school, summer camp, outdoor adventure programs, instructional classes, fitness classes. The division has seen a reduction in projected revenues over the past three years as services have shifted based on community need toward mobile programming and services without cost. Closing of the weight room facility in the past year also reduced revenue in this account. The division has shifted to support large community initiatives which has had an impact on revenue generating programs. The Community Recreation Division supports services in the following areas: Health and Wellness, Community Programs and Events, Outdoor programs and Out of School Programs. Currently all programs and services that are provided to the community with a cost associated to operate them run out of this Revolving account. Programs and services include trail races, running events, community events, after school, summer camp, outdoor adventure programs, instructional classes, fitness classes. The division has seen a reduction in projected revenues over the past three years as services have shifted based on community need toward mobile programming and services without cost. Closing of the weight room facility in the past year also reduced revenue in this account. The division has shifted to support large community initiatives which has had an impact on revenue generating programs.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rental Income	\$ 528	\$ -	\$ -	\$ -	\$ -
Fees	-		-		-
After School Instruction	122,726	126,240	144,650	143,450	(1,200)
Totals	\$123,254	\$126,240	\$144,650	\$ 143,450	\$ (1,200)
Expenditures:					
Personnel Services	\$ 73,992	\$ 76,623	\$ 88,990	\$ 103,790	\$ 14,800
Employee Benefits	5,660	5,861	6,840	7,660	820
Purchased Services	20,135	22,455	10,300	9,900	(400)
Internal Service	-	115	-	-	-
Other Operating Expenses	13,684	14,349	30,990	19,750	(11,240)
Capital Outlay	-	878	-		-
Totals	\$113,471	\$120,281	\$137,120	\$ 141,100	\$ 3,980
Net Cost to City	\$ (9,783)	\$ (5,959)	\$ (7,530)	\$ (2,350)	\$ 5,180

Personnel

Positions in this account are fully covered by the revenues produced through services and programs provided and are all part time (roughly 25-30 positions year round).

Position Title	FY 2019 FTEs	FY 2020 FTEs
RECREATION INSTRUCTOR	0.10	0.10
RECREATION FACILITY OPERATOR	0.25	0.33
RECREATION SUPERVISOR	1.49	1.56
RECREATION AIDE	1.38	1.38
RECREATION LEADER	0.92	1.57
Total	4.14	4.94

Description

The Special Recreation Division provides a wide variety of recreational opportunities to enrich the lives of citizens. Special Recreation Division includes Therapeutic Recreation, Senior programs, operation of the Welcome Center and Special Events. Many of the programs and services are offered at Stonewall Therapeutic Recreation Center and Ballou Recreation Center. Special Events are large city wide events that include the Music on Main Concert Series, Fourth of July Celebration, The Children's Festival, Market Monster Mash and the Holiday Light Show. Last year over 100,000 people attended programs, special events or other activities in Special Recreation Division.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rental Income	\$ 4,554	\$ 4,767	\$ 5,400	\$ 5,400	\$ -
Fees	481	-	100	-	(100)
After School Instruction	159	-	-	-	-
Totals	\$ 5,194	\$ 4,767	\$ 5,500	\$ 5,400	\$ (100)
Expenditures:					
Personnel Services	\$330,288	\$383,587	\$404,230	\$ 395,740	\$ (8,490)
Employee Benefits	40,550	52,277	53,800	52,790	(1,010)
Purchased Services	40,697	18,402	51,520	51,620	100
Internal Service	21,634	20,617	25,230	18,220	(7,010)
Other Operating Expenses	32,221	32,191	39,810	40,260	450
Capital Outlay	1,909	1,134	2,220	2,220	-
Totals	\$467,299	\$508,208	\$576,810	\$ 560,850	\$ (15,960)
Net Cost to City	\$462,105	\$503,441	\$571,310	\$ 555,450	\$ (15,860)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
ACCOUNT CLERK	1.00	1.30
OFFICE ASSISTANT	1.44	1.44
CUSTODIAN	1.45	1.45
RECREATION AIDE	0.26	0.26
RECREATION LEADER	0.92	0.91
RECREATION GRANTS SPECIALIST	1.00	
RECREATION PROGRAM SUPERVISOR	2.66	3.66
PROGRAM COORDINATOR	2.00	2.00
SPECIAL POPULATION ASSISTANT	1.00	1.00
DIV DIR OF SPECIAL RECREATION	1.00	1.00
Total	12.73	13.02

Description

The majority of the programs at Ballou and Stonewall are now in the instructional (revolving) program account. The revolving account allows staff at both facilities to use funds that are being generated from program fees to cover the direct cost of the program which includes the staff cost, purchasing of materials and supplies and outside services that are needed for a specific program.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Fees	\$ -	\$ -	\$ -	\$ -	\$ -
After School Instruction	94,985	153,799	130,000	130,000	-
Totals	\$94,985	\$ 153,799	\$130,000	\$ 130,000	\$ -
Expenditures:					
Personnel Services	\$26,011	\$ 15,589	\$ 48,630	\$ 48,630	\$ -
Employee Benefits	1,950	1,200	3,730	3,730	-
Purchased Services	53,185	95,352	60,000	60,000	-
Other Operating Expenses	12,809	14,553	8,300	8,300	-
Totals	\$93,955	\$ 126,694	\$120,660	\$ 120,660	\$ -
Net Cost to City	\$ (1,030)	\$ (27,105)	\$ (9,340)	\$ (9,340)	\$ -

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
VAN DRIVER	0.48	0.48
RECREATION PROGRAM SUPERVISOR	1.05	1.05
RECREATION LEADER	0.11	0.11
RECREATION INSTRUCTOR	0.34	0.34
Total	1.98	1.98

Description

The Sports and Athletics Division operates the youth athletic programs at a rate of 50% funding from the youth revolving account and 50% from the General Fund request. The adult athletic programs operate using 100% of the revenue generated program fees.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rental Income	\$ 2,888	\$ 7,997	\$ 1,900	\$ 3,000	\$ 1,100
Concession Commission	452	41	600	500	(100)
Fees	-	-	-	-	-
After School Instruction	28	-	-	-	-
Totals	\$ 3,368	\$ 8,038	\$ 2,500	\$ 3,500	\$ 1,000
Expenditures:					
Personnel Services	\$175,096	\$176,253	\$197,910	\$ 194,410	\$ (3,500)
Employee Benefits	21,002	22,377	24,350	23,920	(430)
Purchased Services	964	643	4,100	4,100	-
Internal Service	5,391	5,128	7,230	6,050	(1,180)
Other Operating Expenses	10,335	19,451	34,220	34,410	190
Capital Outlay	160	-	1,150	1,150	-
Totals	\$212,948	\$223,852	\$268,960	\$ 264,040	\$ (4,920)
Net Cost to City	\$209,580	\$215,814	\$266,460	\$ 260,540	\$ (5,920)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
RECREATION SUPERVISOR	0.91	0.15
CUSTODIAN	0.50	
RECREATION SPORTS OFFICIAL	0.29	0.42
RECREATION FACILITY OPERATOR	0.31	0.40
Total	2.01	0.97

Description

The Division primarily operates two areas of programming; Youth and Adult activities. Youth athletic programs include basketball, cheerleading, football (tackle and flag), soccer and tennis. Activities are provided to several appropriate age divisions of each program in an effort to enhance skill building and competitiveness. Adult athletic programs include baseball, kickball and softball. The softball program operates two separate seasons during the year, Spring/Summer and Fall.

The Sports and Athletics Division also coordinates the usage of American Legion Post 325 Memorial Stadium for outside groups such as, but not limited to, Danville Public Schools, and outside groups who express an interest in conducting tournaments (National Collegiate Athletic Association) and High School Districts.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rental Income	\$ 4,643	\$ -	\$ -	\$ -	\$ -
Totals	\$ 4,643	\$ -	\$ -	\$ -	\$ -
Personnel Services	\$ 547,646	\$ 476,278	\$ 574,660	\$ 574,120	\$ (540)
Employee Benefits	68,197	64,779	76,600	80,870	4,270
Purchased Services	88,190	96,159	93,770	97,100	3,330
Internal Service	399,600	401,557	371,460	388,520	17,060
Other Operating Expenses	87,450	89,182	104,740	102,700	(2,040)
Capital Outlay	10,200	26,359	25,300	27,300	2,000
Totals	\$ 1,201,283	\$ 1,154,314	\$ 1,246,530	\$ 1,270,610	\$ 24,080
Net Cost to City	\$ 1,196,640	\$ 1,154,314	\$ 1,246,530	\$ 1,270,610	\$ 24,080

Personnel

Position Title	FY 2019 FTEs		FY 2020 FTEs
OFFICE ASSISTANT	0.62		0.62
CUSTODIAN			0.50
RECREATION SUPERVISOR			0.76
RECREATION SPORTS OFFICIAL	0.24		
RECREATION FACILITY OPERATOR	0.73		0.48
PROGRAM COORDINATOR	1.00		1.00
DIVISION DIRECTOR OF ATHLETICS	1.00		1.00
Total	3.59		4.36

Description

The Welcome Center provides information, bathroom facilities, a dog run, hotel reservations, brochures for Virginia as well as surrounding states, vending machines and tickets to local attractions and concerts. The gift shop is open every day of the year with the exception of Thanksgiving Day, Christmas Day and New Year's Day. The gift shop located inside the Welcome Center features Virginia made products and serves as a small museum showing the history of the tobacco industry in Danville. Over 40,000 travelers visit the Welcome Center annually. The Welcome Center also houses the offices of several of the staff of the Special Recreation Division. The operation of the Welcome Center is offset by an annual \$100,000 contribution by the State.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Concession Commission	\$ 1,833	\$ 1,765	\$ 1,880	\$ 1,800	\$ (80)
State Support	100,000	100,000	100,000	100,000	-
Totals	\$101,833	\$101,765	\$101,880	\$ 101,800	\$ (80)
Expenditures:					
Personnel Services	\$ 50,096	\$ 33,403	\$ 34,120	\$ 34,120	\$ -
Employee Benefits	4,363	2,555	2,610	2,610	-
Purchased Services	20,865	25,048	29,260	29,170	(90)
Internal Service	23,342	24,445	21,820	21,780	(40)
Other Operating Expenses	7,292	5,249	6,710	6,710	-
Totals	\$105,958	\$ 90,700	\$ 94,520	\$ 94,390	\$ (130)
Net Cost to City	\$ 4,125	\$ (11,065)	\$ (7,360)	\$ (7,410)	\$ (50)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
RECREATION PROGRAM SUPERVISOR	0.48	0.48
RECREATION LEADER	1.05	1.05
Total	1.53	1.53

Accomplishments

The Welcome Center is now a vendor for "Virginia's Finest" products. The classic Virginia's Finest® trademark identifies, differentiates and promotes top-quality Virginia agriculture and specialty food and beverage products. Buyers and consumers have grown to recognize the blue and red "VA check mark" logo and know they are purchasing top quality Virginia-produced and processed products.

The Welcome Center staff continually receives positive feedback from travelers on the nice facility.

Many travelers have indicated that they stop at the Welcome Center when they are traveling through the area because they can depend on the facility being clean and enjoy visiting the gift shop to pick up brochures and unique gifts.

The Welcome Center expanded brochure information to include destinations in North Carolina, South Carolina and Tennessee.

Initiatives

To continue providing travelers with the most up to date information concerning VA. and surrounding states.

To continue to promote Danville destinations/ attractions to travelers.

To continue to recruit local and regional vendors that have unique items for sale.

To maintain the current facility so that travelers know that when they stop they can depend on the Welcome Center being a clean facility.

Description

The City of Danville Parks Maintenance Division is responsible for the grounds maintenance for all City Parks, Outdoor Facilities and set-up for City Special events. Included in the list of outdoor facilities are, Carrington Pavilion, Riverwalk Trail (11.5 miles), Athletic Fields, two boat ramps, Skate Park, Crossing at the Dan Facilities including Science Center landscaping as well as active areas on certain school properties. Also on the list are, Playgrounds and all the amenities in parks such as picnic shelters, water fountains and restrooms. The Division engages in a mixture of routine grounds maintenance such as mowing and technical maintenance such as the care of the Legion Stadium field and landscaping. In addition to maintenance, the Parks Division is also the primary labor for the set-up of nearly all City Sponsored and some partner group Special Events including: Fourth of July, Harvest Jubilee Concerts, Music on Main concerts, the Light Show, Halloween, Children’s Festival, Shrimp Fest, Brewfest, Festival in the Park and many smaller events. Park Maintenance also sets up for Economic Development Events. Unexpected maintenance such as storm clean up can have a large impact on the workload and resources of this division as in 2018 / 2019.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rental Income	\$ 4,643	\$ -	\$ -	\$ -	\$ -
Totals	\$ 4,643	\$ -	\$ -	\$ -	\$ -
Personnel Services	\$ 547,646	\$ 476,278	\$ 574,660	\$ 574,120	\$ (540)
Employee Benefits	68,197	64,779	76,600	80,870	4,270
Purchased Services	88,190	96,159	93,770	97,100	3,330
Internal Service	399,600	401,557	371,460	388,520	17,060
Other Operating Expenses	87,450	89,182	104,740	102,700	(2,040)
Capital Outlay	10,200	26,359	25,300	27,300	2,000
Totals	\$1,201,283	\$1,154,314	\$1,246,530	\$ 1,270,610	\$ 24,080
Net Cost to City	\$1,196,640	\$1,154,314	\$1,246,530	\$ 1,270,610	\$ 24,080

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
ADMINISTRATIVE SPECIALIST	0.50	0.50
PUBLIC SERVICE WORKER	3.77	3.77
CREW SUPERVISOR	1.00	1.00
DIV DIR OF PARKS MAINTENANCE	1.00	1.00
PARKS SUPERVISOR	1.00	1.00
PARKS GROUNDSKEEPER I	4.00	4.00
PARKS GROUNDSKEEPER II	4.00	4.00
PARK MAINTENANCE TECHNICIAN	3.00	3.00
Total	18.27	18.27

Description

The Danville Public Library’s purpose is to empower and engage the community through access to free resources and services that enable creative thinking and lifelong learning. The Library offers access to a wide variety resources and services for research and entertainment.

Membership is free to anyone living within a 50-mile radius of the Main Library. Borrowers gain access to new bestsellers, movies, tens of thousands of print books, eBooks, audiobooks, and more.

. Programs and events are offered on a regular basis that is designed to meet the evolving needs and interests of members of the community including, book talks, crafting, , and learning.

For Children, the Library offers story times, activity centers, computer lab, teen area, quiet seating, and tutoring space.

Public computer workstations are available for browsing the internet or creating documents. For a nominal fee, the Danville Public Library also provides photocopying, faxing, and notary service. All of the areas of the Library have access to free Wi-Fi.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Court Cost-Law Library	\$ 17,408	\$ 30,721	\$ 23,000	\$ 25,000	\$ 2,000
Rental Income	572	672	-	-	-
Fines & Fees	25,229	30,181	21,500	25,500	4,000
After School Instruction	13	229	-	-	-
Recoveries	69,240	72,630	79,900	83,900	4,000
Categorical Aid-Library	150,401	149,495	149,900	149,500	(400)
Totals	\$ 262,863	\$ 283,928	\$ 274,300	\$ 283,900	\$ 9,600
Expenditures:					
Personnel Services	\$ 539,819	\$ 520,542	\$ 626,320	\$ 647,550	\$ 21,230
Employee Benefits	67,693	71,209	78,710	88,250	9,540
Purchased Services	33,475	27,341	36,550	36,570	20
Internal Service	136,184	126,296	122,040	128,810	6,770
Other Operating Expenses	240,168	280,205	258,150	273,330	15,180
Cost Allocation	69,240	72,630	79,900	83,900	4,000
Capital Outlay	5,353	5,423	9,000	9,000	-
Totals	\$1,091,932	\$1,103,646	\$1,210,670	\$ 1,267,410	\$ 56,740
Net Cost to City	\$ 829,069	\$ 819,718	\$ 936,370	\$ 983,510	\$ 47,140

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR ADMINISTRATIVE SPECLT	1.00	1.00
INFORMATION SPECIALIST	9.21	9.04
CIRCULATION SPECIALIST	1.00	1.00
LIBRARY SERVICES SPECIALIST	2.00	2.00
LAW INFORMATION SPECIALIST	0.22	0.72
LIBRARY TECHNOLOGY SPECIALIST	1.00	1.00
TECHNICAL SERVICES LIBRARIAN	1.00	1.00
CHILDRENS LIBRARIAN	1.00	1.00
CIRCULATION SUPERVISOR	1.00	1.00
ADULT SERVICES LIBRARIAN	1.00	1.00
DIVISION DIRECTOR OF LIBRARY	1.00	1.00
Total	19.43	19.76

GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Parks & Recreation							
Facility Improvements	60901	\$ 105,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 20,000	\$ 260,000
Park Improvements	60902	50,000	50,000	50,000	50,000	50,000	250,000
Parks Paving Projects	61076	50,000	50,000	100,000	50,000	50,000	300,000
Riverfront Park		2,500,000	2,500,000	-	-	-	5,000,000
Riverwalk Trail	61075	25,000	25,000	25,000	25,000	25,000	125,000
Equipment Acquisition		50,000	-	-	-	-	50,000
Track & Field Facility		5,000,000	-	-	-	-	5,000,000
City Auditorium Renovations		-	500,000	950,000	775,000	-	2,225,000
Parks & Recreation Total		\$ 7,780,000	\$ 3,170,000	\$ 1,170,000	\$ 945,000	\$ 145,000	\$ 13,210,000

**GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i><u>Parks Recreation Tourism</u></i>						
Facility Improvements			\$ 105,000			\$ 105,000
Park Improvements	34,530				15,470 (1)	50,000
Parks Paving Projects	50,000					50,000
Parks & Recreation Equipment Acquisition	50,000					50,000
Riverfront Park					2,500,000 (5)	2,500,000
Track & Field Facility					5,000,000 (1) & (6)	5,000,000
Riverwalk Trail	25,000					25,000
Total Parks & Recreation	\$ 159,530	\$ -	\$ 105,000	\$ -	\$ 7,515,470	\$ 7,780,000

- (1) Reprogrammed Funds \$ 1,103,370
- (5) Donations 2,500,000
- (6) To Be Determined 3,912,100

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Facility Improvements
Project No: 60901

Department: Parks & Recreation
Division: N/A
Section: N/A

Description:
 This project is for maintenance and upgrades to various indoor facilities.

Justification:
 Due to the amount of usage and age of our facilities, maintenance is required to keep the facilities safe, appealing to the public and functional for programming

Comments:

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenue	-	45,000	45,000	45,000	20,000	155,000
Bonds	105,000	-	-	-	-	105,000
Total Funding Sources	105,000	45,000	45,000	45,000	20,000	260,000

Goals/Milestones:

FY 2020	Renovation of Welcome Center Public Restrooms; Construction of a Crossing / Special Events storage building
FY 2021	Creation of an outdoor programming space at Main Library - \$45,000;
FY 2022	Upgrades, renovations and additions to Indoor Recreation and Park Facilities as needed.
FY 2023	Upgrades, renovations and additions to Indoor Recreation and Park Facilities as needed.
FY 2024	Upgrades, renovations and additions to Indoor Recreation and Park Facilities as needed.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Park Improvements
Project No: 60902

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:

This project provides for upgrades, renovations and additions to Parks and Recreation facilities.

Justification:

Outdoor public facilities take continuous maintenance and require capital expenditures to keep them in good repair and in safe working order.

Comments:

Due to budgetary challenges, departments were asked to evaluate current projects for unexpended funds available for reprogramming to FY20 projects. Projects with funding that have not started were evaluated and in several instances these projects were determined not ready to commence. Funding for these projects are also proposed for reprogramming to FY20 projects. At the time the former projects are deemed ready to proceed, new funding will be required in future CSPs. This project is proposed to use reprogrammed Parks & Recreation Department Project Funds.

N/A

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	34,530	50,000	50,000	50,000	50,000	234,530
Reprogrammed Funds	15,470	-	-	-	-	15,470
Total Funding Sources	50,000	50,000	50,000	50,000	50,000	250,000

Goals/Milestones:

FY 2020	Playground replacement per replacement schedule
FY 2021	Playground replacement per replacement schedule
FY 2022	Upgrades, renovations and additions to Parks and Recreation park facilities as needed.
FY 2023	Upgrades, renovations and additions to Parks and Recreation park facilities as needed.
FY 2024	Upgrades, renovations and additions to Parks and Recreation park facilities as needed.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Parks Paving Projects
Project No: TBD

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:

This CSP request is to support general paving and repairs to paving. All parks have roadways and paved facilities that, due to age and wear, require renovations and repairs. These facilities include tennis courts, roadways, basketball courts, hard play surfaces, parking lots and trails.

Justification:

All parks have roadways and paved facilities that, due to age and wear, require renovations and repairs.

Comments:

N/A

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	50,000	50,000	100,000	50,000	50,000	300,000
Reprogrammed Funds	-	-	-	-	-	-
Total Funding Sources	50,000	50,000	100,000	50,000	50,000	300,000

FY 2020	Repair additional sections of park roads as needed
FY 2021	Repair additional sections of park roads as needed
FY 2022	Anglers Park - road / parking lot repairs and resurfacing
FY 2023	Repair additional sections of park roads as needed
FY 2024	Repair additional sections of park roads as needed

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Riverfront Park
Project No: TBD

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:

This project would start construction of the "Riverfront Park" at the 4.5 acre property along the Dan River between the White Mill and MLK Bridge. The first step was to develop a conceptual master plan which was completed in 2017. This project would start construction of the "Riverfront Park" at the 4.5 acre property along the Dan River between the White Mill and MLK Bridge. The first step was to develop a conceptual master plan which was completed in 2017. The estimated expense for construction is \$10 million. Fundraising has begun (2018) by making applications to local foundations and by developing a fundraising strategy. The hope is to raise the majority of the total construction cost within the next year.

Justification:

The proposed park was recommended in the River District Master Plan as a key public investment in recreation amenities for the River District. The purpose of this park would be to create an amenity that attracts visitors to the River District and increases economic activity. The River District Master Plan suggests that development of a park on this property would lead to additional private investment.

Comments:

The City does own this property. The Master Plan was created with significant public input. Duke Energy Funds are available to be used as local match for grants for which the City will be applying.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Donation/Other		2,500,000	-	-	-	-	2,500,000
To Be Determines		-	2,500,000				2,500,000
Total Funding Sources		2,500,000	2,500,000	-	-	-	5,000,000

Goals/Milestones:

FY 2020	Phase II construction of Riverfront Park
FY 2021	Continued construction of Riverfront Park
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Riverwalk Trail
Project No: 61075

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:

This project is for repairs and maintenance to the Riverwalk Trail and includes repaving, storm damage and erosion issues.

Justification:

Riverwalk Trail is one of the most used and visible recreational amenities in the region, serving thousands of people per year. Currently the trail is over 8.5 miles in distance. The trail has been built using state grant monies of which we apply for annually. The fact that the trail is built mainly in a flood plain along a river adds to the level of required maintenance.

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		25,000	25,000	25,000	25,000	25,000	125,000
							-
Total Funding Sources		25,000	25,000	25,000	25,000	25,000	125,000

Goals/Milestones:

FY 2020	Repairs/maintenance to include re-paving, storm damage and erosion issues on the Riverwalk;
FY 2021	Repairs/maintenance to include re-paving, storm damage and erosion issues on the Riverwalk;
FY 2022	Repairs/maintenance to include re-paving, storm damage and erosion issues on the Riverwalk.
FY 2023	Repairs/maintenance to include re-paving, storm damage and erosion issues on the Riverwalk.
FY 2024	Repairs/maintenance to include re-paving, storm damage and erosion issues on the Riverwalk.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Parks & Recreation Equipment Acquisition
Project No: TBD

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:
Purchase of a 60 - 70 HP tractor with front end loader, trailer and attachments.

Justification:
To be used for major clean up from floods and storms on the Riverwalk and in all City parks. Also, the larger tractor will allow for larger bush hog to maintain no longer used lots.

Comments: Currently for major cleanup in parks and along the Riverwalk Trail, Parks and Recreation uses contractors and rented equipment. This equipment would enable staff to perform some of these functions. Equipment rentals and contractors will still need to be used for large jobs.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		50,000	-	-	-	-	50,000
							-
Total Funding Sources		50,000	-	-	-	-	50,000

Goals/Milestones:

FY 2020	Purchase of a 60 -70 HP tractor
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Track and Field Facility
Project No: TBD

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:
 Construction of a track and field facility to meet the needs of the City of Danville and Averett University.

Justification:
 Danville has not had a track that is usable for competition in approximately 20 years. This facility would meet all VHL and NCAA standards. This track is intended to serve all City schools, Averett University and has the ability to be used for regional track and field events.

Comments: Engineering, construction drawings to be completed winter / spring 2019.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Reprogrammed Funds		1,087,900	-	-	-	-	1,087,900
To Be Determined		3,912,100	-	-	-	-	3,912,100
Total Funding Sources		5,000,000	-	-	-	-	5,000,000

Goals/Milestones:

FY 2020	Construction of Track & Field Facility
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: City Auditorium Renovations
Project No: TBD

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:

The Master Plan for the City Auditorium described a phased approach plan to renovation of the building. Phase I of the electrical upgrade has been completed. Phase II renovations are to the HVAC systems. Completion of Phase II will allow the ability for heat and air as other sections are renovated. In addition to the HVAC system, the exterior windows are in great need of replacement.

Justification:

This building has been in continuous use since 1932. It continues to see heavy traffic as Administrative Offices and for recreation programming. As the revitalization of downtown continues, this building could become a vital spot for theatre style performances, musical events, lectures and an expanded recreational programming area

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		-	500,000	950,000	775,000	-	2,225,000
							-
Total Funding Sources		-	500,000	950,000	775,000	-	2,225,000

Goals/Milestones:

FY 2020	N/A
FY 2021	Refurbish/replace windows
FY 2022	Phase I of HVAC
FY 2023	Phase II of HVAC and roof replacement
FY 2024	N/A

Description

The Danville Police Department commits every member to providing quality service to the community through a process of continuous improvement and to maintaining a safe environment for all by protecting life, individual liberty and property through partnerships with citizens and businesses that reflect the values of all community members. The Danville Police Department accomplishes its mission by actively engaging the community and through the application of evidence-based policing practices. The Department utilizes a sector policing strategy dividing the city into two sectors, North and South. Internally, the department is divided into multiple divisions. The Operations Division is the section of the department responsible for routine day-to-day and emergency tactical execution of law enforcement responses in the city of Danville. The Patrol, Investigations, and Street Crimes units perform these functions. The Services Division has the responsibility to support the other divisions and units of the Department. It is comprised of support units including records, crime scene, crime prevention, school resource officers, animal control, parking, evidence room, school crossing guards, training, quartermaster, video technician, recruitment, community engagement and accreditation. The Professional Standards Division provides the policy and inspection criteria necessary to maintain a professional organization with exceptional standards and capabilities and includes crime analysis. This Unit is primarily responsible for internal affairs investigations, use of force investigations, formal and informal citizen complaints, and employment background investigations.

Also included within this activity is the Medical Examiner. This activity provides funding to permit the City to make payments to medical examiners when their services are required. The Code of Virginia requires a medical examiner for any homicide, suspicious death or case where a person has no physician. The medical examiner is the one to pronounce death and sign the death certificate. The State reimburses the City for one-half of the cost of the services for medical examiners.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Conceal Weapons Permits	\$ 17,080	\$ 21,081	\$ 12,000	\$ 20,000	\$ 8,000
Medical Examiner	-	-	900	-	(900)
Totals	17,080	21,081	12,900	20,000	7,100
Expenditures:					
Personnel Services	\$7,281,740	\$ 7,452,368	\$7,429,920	\$ 7,327,230	\$ (102,690)
Employee Benefits	1,120,557	816,451	855,810	1,547,880	692,070
Purchased Services	278,574	313,147	294,460	318,020	23,560
Internal Service	137,987	164,298	163,600	195,700	32,100
Other Operating Expenses	520,161	589,752	539,870	649,620	109,750
Capital Outlay	482,519	811,823	650,420	599,420	(51,000)
Totals	\$9,821,538	\$ 10,147,839	\$9,934,080	\$ 10,637,870	\$ 703,790
Cost to City	\$9,804,458	\$ 10,126,758	\$9,921,180	\$ 10,617,870	\$ 696,690

Personnel

Ten Part-time School Crossing Guard positions equal to 2.1 Full-time positions are also reflected in the current list of authorized positions. The employee in the Senior Investigator position retired and this position is reclassified to Corporal. The Police Department has put in place a Span of Control initiative which takes advantage of the retirements of several high-paid positions. The number of Captains is reduced by three and Lieutenants by one. These positions are reclassified to Sergeants. In addition, this budget proposes the additional of one Animal Control Officer to provide for evening animal control calls.

Position Title	FY 2019 FTEs	FY 2020 FTEs
SECRETARY	2.00	2.00
SENIOR SECRETARY	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00
PC RECORDS OFFICE MANAGER	1.00	1.00
POLICE RECORDS CLERK	3.00	3.00
QUARTERMASTER	1.00	1.00
POLICE VIDEO TECHNICIAN	1.00	1.00
POLICE PROP & EVID TECH	1.00	1.00
PARKING ATTENDANT	0.62	0.62
SCHOOL CROSSING GUARD	2.01	2.01
ANIMAL CONTROL OFFICER	1.00	2.00
POLICE OFFICER	85.00	85.00
CORPORAL	16.00	17.00
SERGEANT	8.00	12.00
SENIOR INVESTIGATORS	1.00	
POLICE CRIME ANALYST	1.00	1.00
LIEUTENANT	10.00	9.00
POLICE CAPTAIN	7.00	4.00
MAJOR	2.00	2.00
LIEUTENANT COLONEL	1.00	1.00
POLICE CHIEF	1.00	1.00
Total	146.63	147.63

Description

The mission of the W.W. Moore, Jr. Juvenile Detention Home is to provide for the public safety of the communities served while providing for the needs of the juveniles in the care and custody of the facility, and to initiate the foundation of their self-esteem and personal growth through creating a positive, secure, safe, and caring environment. The scope of services includes behavior management, education and academic programming, post-dispositional detention, nutrition, recreation, counseling, and medical services.

The Detention Home serves the cities of Danville and Martinsville, the town of South Boston, and the counties of Pittsylvania, Henry, Patrick, Halifax, and Mecklenburg. Occasionally, the facility does receive youth from non-participating jurisdictions. Youth at this facility are both male and female, ages 10-18, and are ordered to be detained by a court of competent jurisdiction as a result of misdemeanor or felony charges. The Courts are solely responsible for the release of children detained at the home.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Concession Rentals & Comm	\$ 3,325	\$ 2,863	\$ 4,770	\$ 4,270	\$ (500)
Charges for Detention	1,380,827	1,339,958	1,542,610	1,484,320	(58,290)
Recoveries	408,290	417,930	555,630	658,740	103,110
Categorical Aid-State	1,314,587	1,340,990	1,314,000	1,340,990	26,990
Totals	3,107,029	3,101,741	3,417,010	3,488,320	71,310
Expenditures:					
Personnel Services	\$ 1,679,625	\$ 1,730,237	\$ 1,922,050	\$ 1,958,440	\$ 36,390
Employee Benefits	221,456	253,353	283,940	282,240	(1,700)
Purchased Services	147,272	127,762	147,080	158,930	11,850
Internal Service	167,798	178,427	185,930	199,070	13,140
Other Operating Expenses	411,096	346,722	418,630	422,800	4,170
Cost Allocation	408,290	417,930	555,630	658,740	103,110
Capital Outlay	6,890	15,001	25,500	24,100	(1,400)
Debt Service	562,818	562,706	563,490	291,360	(272,130)
Totals	\$ 3,605,245	\$ 3,632,138	\$ 4,102,250	\$ 3,995,680	\$ (106,570)
Cost to City	\$ 498,216	\$ 530,397	\$ 685,240	\$ 507,360	\$ (177,880)

Personnel

The Licensed Physician position is a Part-Time position. The doctor serves the Juvenile Detention Division, Adult Detention Division, and the City Jail on a Part-Time basis.

Position Title	FY 2019 FTEs	FY 2020 FTEs
SECRETARY	2.00	2.00
SENIOR ACCOUNT CLERK	1.00	1.00
CUSTODIAN	1.00	1.00
BUILDING MAINTENANCE MCHNC I	1.00	1.00
YOUTH CARE WORKER	30.89	30.21
SENIOR YOUTH CARE WKR	4.00	4.00
SHIFT SUPERVISOR	4.00	4.00
JUVENILE PROGRAM COORDINATOR	1.00	1.00
POST DISPOSITIONAL COORDINATOR	1.00	1.00
NURSE	1.00	1.00
ASST DIV DIR OF JUVENILE DETEN	1.00	1.00
DIVN DIR OF JUVENILE DETENTION	1.00	1.00
LICENSED PHYSICIAN	0.07	0.07
Total	48.96	48.28

Description

By law the primary mission of Adult Detention is public safety, as well as staff and prisoner safety by providing a secure and effectively managed facility, and properly supervising the prisoners. The secondary mission of Adult Detention is to provide inmate labor for City operations, enabling such prisoners to pay back part of their debt to society while at the same time saving the City taxpayers a substantial amount of money.

Adult Detention also provides sentencing alternatives to city courts by providing weekender, and work and school release programs. Sentencing alternatives to state prisons is provided by giving minimum custody inmates an opportunity to stay in close proximity to their family and relatives, and providing a work and occupational training program for productive transition back into the community, while still having access to support programs and services such as counseling, GED programs, religious services, and drug and alcohol programs.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Concession Rentals & Comm	\$ 33,266	\$ 24,037	\$ 36,000	\$ 24,000	\$ (12,000)
Charges for Detention	829,966	766,722	899,600	783,600	(116,000)
Totals	\$ 863,232	\$ 790,759	\$ 935,600	\$ 807,600	\$ (128,000)
Expenditures:					
Personnel Services	\$1,677,847	\$1,590,465	\$1,907,530	\$ 1,849,350	\$ (58,180)
Employee Benefits	223,960	221,064	275,780	267,300	(8,480)
Purchased Services	345,512	361,239	343,000	347,150	4,150
Internal Service	198,405	222,876	213,770	210,660	(3,110)
Other Operating Expenses	387,944	386,720	428,350	429,560	1,210
Capital Outlay	11,615	951	8,350	7,600	(750)
Totals	\$2,845,283	\$2,783,315	\$3,176,780	\$ 3,111,620	\$ (65,160)
Cost to City	\$1,982,051	\$1,992,556	\$2,241,180	\$ 2,304,020	\$ 62,840

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR ACCOUNT CLERK	2.00	2.00
CORRECTIONAL OFFICER I	11.13	15.13
CORRECTIONAL OFFICER II	9.00	6.00
CORRECTIONAL LIEUTENANT	5.00	5.00
ADMINISTRATIVE LIEUTENANT	1.00	1.00
CORRECTIONAL CAPTAIN	4.00	4.00
CHIEF CORRECTIONAL OFFICER	1.00	1.00
CORRECTIONAL HEALTH ASSISTANT	2.00	2.00
SAFETY SUPPLY OFFICER	1.00	
WORK PROGRAM COORDINATOR	0.75	
SERVICE PROGRAM COORDINATOR	1.00	1.00
DIVISIN DIR OF ADULT DETENTION	1.00	1.00
LICENSED PHYSICIAN	0.07	0.07
Total	38.95	38.20

GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Police Administration							
3D Laser Scanner		\$ -	\$ 73,930	\$ -	\$ -	\$ -	\$ 73,930
Tasers & BWCs		161,952	161,952	161,952	-	-	485,856
CCTV Expansion		75,000	75,000	75,000	75,000	75,000	375,000
Construction of a New Police Station		-	25,000,000	-	-	-	25,000,000
Police Administration Total		\$ 236,952	\$ 25,310,882	\$ 236,952	\$ 75,000	\$ 75,000	\$ 25,934,786
Police - Adult Detention Facility							
ADF-Replacement of Washer and Dryer	60005	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
Police - Adult Detention Facility Total		\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000

**GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>Police</i>						
Tasers & BWCs (5-yr Contract)	\$ 71,195	\$ -	\$ -	\$ -	\$ 90,757 (1)	\$ 161,952
Close Circuit Television System Expansion	75,000	-	-	-	-	75,000
Total Police	\$ 146,195	\$ -	\$ -	\$ -	\$ 90,757	\$ 236,952

(1) Reprogrammed Funds

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN

PROJECT DESCRIPTION

Project Title: Close Circuit Television System Expansion Ph III

Department: Police

Project No: TBD

Division: Administration

Section: N/A

Description:

The proposed funding will be used to expand the existing CCTV network to increase public safety and monitor city assets. Activities include adding additional camera sites, relocating existing cameras that have been obstructed by landscaping or new construction, and adding decoy cameras. CCTV Expansion to include: Ingestion of other City cameras, Ingestion of school cameras, Adding (real) cameras along the trail, Ingestion of commercial cameras in shopping centers, Adding cameras to strategically positioned intersections

Justification:

The CCTV Network has facilitated and been instrumental in the resolution of a number of major and minor crimes within the network by capturing critical footage of individual and vehicles involved in criminal activity within the network. The Department is requesting to expand the network to other parts of the city in order to extend this capability to other areas. The expansion of the CCTV Network is a key part of the Department's crime reduction strategy moving forward.

Comments:

The CCTV Network will eventually be the backbone for the establishment of a real-time crime center. Officers will be able to proactively monitor areas of the city with higher incidence of crime and allocate resources to prevent and address crime in real-time. The CCTV Network has already paid dividends in the River District and especially at SOVAH Health in identifying homicide and other violent crime participants by capturing vehicle tags and individual dropping victims off and fleeing.

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		75,000	75,000	75,000	75,000	75,000	375,000
Total Funding Sources		75,000	75,000	75,000	75,000	75,000	375,000

Goals/Milestones:

FY 2020	Acquire and install additional cameras - CCTV Expansion to include: Ingestion of other City cameras (Cameras currently installed or planned installations at City facilities), Ingestion of school cameras (G.W., Bonner, and Langston), Adding (real) cameras along the trail (Dan Daniel Park and at American Legion Field), Ingestion of commercial cameras in shopping centers (Holt Garrison Shopping Center, Danville Mall, Walmart), Adding cameras to strategically positioned intersections (N. Main & Bradley Road, N. Main & Third Ave, N. Main & River Street, Holbrook and Main Street, S. Main & Industrial Ave.)
FY 2021	Acquire and install additional cameras
FY 2022	Acquire and install additional cameras
FY 2023	Acquire and install additional cameras
FY 2024	Acquire and install additional cameras

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: 3D Laser Scanner
Project No: TBD

Department: Police
Division: Administration
Section: N/A

Description:

FARO Zone 3D Advanced Forensic Imaging System used to create 2D and 3D scene diagrams and animations, perform crash and crime scene analysis, and create impressive courtroom presentations. Open diagrams created with other FARO Forensics software. Import point clouds captured by drones and Laser Scanners and directly open SCENE software projects. Includes one (1) year of maintenance with product updates and upgrades (as available) and top tier technical support and digital download.

Justification:

This advanced forensic imaging system will be used to create 2D and 3D scene diagrams and animations, perform crash and crime scene analysis, and create impressive courtroom presentations. The city currently lacks the forensic capability to perform the aforementioned tasks in real-time and is forced to call on the Virginia State Police to process and create a virtual crime scene diagram for every homicide investigation. This capability would create the ability to do so in-house and illuminated the need to rely on the availability and timetable of the state police and allow the department to fully process crime scenes in real-time.

Comments: The Faro 3D Laser Imaging System also has application and utility for other departments such as Economic Development by creating virtual tours of available properties that can be seen by perspective clients from remote locations without having to travel to the actual sites. Also, utilized by Community Development to create a virtual database of existing commercial properties and by other public safety entities for training and resource referral, as well as Public Works for documenting city properties in the maintenance process.

Additional Comments: Due to budgetary challenges, departments were asked to evaluate current projects for unexpended funds available for reprogramming to FY20 projects. Projects with funding that have not started were evaluated and in several instances these projects were determined not ready to commence. Funding for these projects are also proposed for reprogramming to FY20 projects. At the time the former projects are deemed ready to proceed, new funding will be required in future CSPs. This project is proposed to use reprogrammed Adult Detention Facility Project Funds.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		-	73,930	-	-	-	73,930
Total Funding Sources		-	73,930	-	-	-	73,930

Goals/Milestones:

FY 2020	Purchase and implement 3D Imaging System
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 20234	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Tasers & Body-worn Cameras
Project No: TBD

Department: Police
Division: Administration
Section: N/A

Description:

Maintenance and replacement contract for police body worn cameras (BWC) and Taser stun devices (CEW).

Justification:

The department has outfitted the majority of officers with individual body worn cameras and Taser devices. These units will soon reach the end-of-life cycle and will need to be replaced. The contract provides for upgrades and replacement of a scheduled plan and avoids the expenditure of funds for replacing and upgrading each device piece-mill and saves cost over the long-term.

Comments:

This program allows agencies to spread the replacement cost out over a five-year period as opposed to having to pay out large sums of money in one budget year. The program includes new BWCs for everyone at the start of the contract, year 2.5 and year 5. New CEWs for everyone year one and year five; docks, full coverage, accessories, E.com subscription. We have submitted this project for a "Smart Policing" grant for \$700,000 to fund the project over a three-year period.

Additional Comments:

Due to budgetary challenges, departments were asked to evaluate current projects for unexpended funds available for reprogramming to FY20 projects. Projects with funding that have not started were evaluated and in several instances these projects were determined not ready to commence. Funding for these projects are also proposed for reprogramming to FY20 projects. At the time the former projects are deemed ready to proceed, new funding will be required in future CSPs. This project is proposed to use reprogrammed Adult Detention Facility Project Funds.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	71,195	161,952	161,952	-	-	395,099
Reprogrammed Funds	90,757	-	-	-	-	90,757
Total Funding Sources	161,952	161,952	161,952	-	-	485,856

Goals/Milestones:

FY 2020	Maintain BWC and CEW devices under the existing contract
FY 2021	Acquire replacement BWCs and CEWs, Docks, full coverage, accessories, E.com subscription for all sworn officers
FY 2022	Maintain BWC and CEW devices under the existing contract
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Construction of New Police Station
Project No: TBD

Department: Police
Division: Administration
Section: N/A

Description:

This project is to construct a new facility to serve as the headquarters for the police department

Justification:

The police department has outgrown its current location. The department was remodeled in 1999 to accommodate the need for more space. Storage and personal spaces were converted to administrative space. The department is currently spread out over three facilities (Municipal Bldg., Green Street Precinct, and Public Library's bay and archives) utilizing approximately 12,000 square feet of space. The increased demand for police services and the implementation of new systems and equipment to keep pace with demand has fueled the department's growth. The current facility is dangerously unsecure and lacks any training, garage, maintenance, lounge, shower, dressing, dining, or food prep areas and is woefully lacking in short or long-term storage space, interview rooms, officer workspace, and armory facilities. The current layout is inefficient and creates serious personnel safety issues. For example, the quartermaster office is located in an administrative area, which creates an unsafe environment due to the necessity of handling firearms. Based on the results of a police department architectural study by Stewart-Cooper-Newell Architects (the same architects for the Fire Department), which evaluated the department's current and future needs based on industry space standards, the following recommendation was submitted. The study showed that a police department of our size should be housed in a facility with a net (programmed or usable) square footage of 40,708 SF and a gross square footage (total building size) of 56,991 SF.

Comments:

The current estimated cost does not include land acquisition and site prep cost

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	-	-	-	-	-	-
To Be Determined	-	25,000,000	-	-	-	25,000,000
Total Funding Sources	-	25,000,000	-	-	-	25,000,000

Goals/Milestones:

FY 2020	N/A
FY 2021	Break ground; Complete construction
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: ADF-Replacement of Washer & Dryer
Project No: 60005

Department: Police
Division: Adult Detention Facility
Section: N/A

Description:

This project provides for the replacement of the washer and dryer units at the Adult Detention Center.

Justification:

The current ADC washer and dryer units were installed in 2001. These units currently support the ADC population, which averages 175 inmates, plus the female inmates housed at ADC for the city jail. They are also the principal back-up units for the city jail when the city jail units are unavailable. ADC plans to also start cleaning the clothing of the work release inmates as a way of eliminating those individuals from having to bring additional clothing into the facility. This will reduce the opportunity for those individuals to bring contraband into the facility hidden inside their additional clothing. The current units are beginning to experience increased repair costs on parts that are wearing out because of use. The units will be almost 18 years old by the time we plan to replace them. At that time the repair costs will likely be high, making the units operationally inefficient.

Comments:

The units are currently working as designed and replacement can be pushed back to the next budget year for consideration.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	-	70,000	-	-	-	70,000
						-
Total Funding Sources	-	70,000	-	-	-	70,000

Goals/Milestones:

FY 2020	N/A
FY 2021	Seek quotes on washer and dryer, issue P.O., have washer and dryer delivered and installed
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

Description

The Administration Division of Public Works is comprised of the Public Works office staff which provides clerical support such as budgeting, personnel, typing, billing, records keeping, and invoicing for functions in all five divisions of Public Works. The Administrative Division Director oversees the Code Enforcement Section which enforces overgrowth, hazardous trees, illegal accumulation/dumping, junkyards, and inoperable vehicle ordinances; the Communications Section which maintains the City's radio and telephone network; the Motorized Equipment Fund which provides maintenance and repair to 750 vehicles and equipment; and the Cemetery operations which is an enterprise fund.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 471,981	\$ 506,024	\$ 414,250	\$ 424,650	\$ 10,400
Employee Benefits	65,013	74,794	62,290	64,730	2,440
Purchased Services	57,235	36,578	30,900	28,170	(2,730)
Internal Service	61,942	78,819	64,360	60,720	(3,640)
Other Operating Expenses	26,917	23,776	24,060	24,240	180
Totals	\$ 683,088	\$ 719,991	\$ 595,860	\$ 602,510	\$ 6,650

Personnel

The Public Works Administration operations are supported by the General Fund and portions of the administrative staff are allocated to the VDOT Fund.

Position Title	FY 2019 FTEs	FY 2020 FTEs
PUBLIC WORKS ADMIN		
SENIOR SECRETARY	0.70	0.70
ADMINISTRATIVE ASSISTANT	0.70	0.70
SR ADMINISTRATIVE ASSISTANT	0.70	0.70
ACCOUNT CLERK	2.70	2.10
SENIOR ACCOUNT CLERK	0.70	0.70
DIV DIR OF PW ADMINISTRATION	1.00	1.00
DIRECTOR OF PUBLIC WORKS	1.00	1.00
Total	7.50	6.90

Description

The Engineering Division of Public Works provides support to contractors, developers, and other city departments consistent with codes, ordinances, VDOT regulations, erosion control measures, stormwater practices related to City projects. Design of many capital projects are done in-house. These projects include sanitary sewer, storm sewer, pedestrian access, transportation, and street right-of-way maintenance and construction projects.

The Engineering Division issues and manages Excavation Permits, Curb Cut Permits, Storm Drain Permits, Land Disturbance Permits, and Virginia Stormwater Management Program Permits. This Division also manages the City's Municipal Separate Storm Sewer (MS4) stormwater program and coordinates right-of-way vacate requests. Engineering staff works closely with VDOT Local Assistance Office on state and federal funded local transportation projects.

Engineering staff manages project consultants concerning engineering studies, designs, right-of-way acquisitions, construction, and inspections. Staff prepares and submits applications to VDOT for various funding programs; Resolutions and Ordinances to City Council; and reports to various state agencies as required.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$224,935	\$232,859	\$256,710	\$ 319,280	\$ 62,570
Employee Benefits	30,865	36,422	39,320	49,200	9,880
Purchased Services	1,710	2,322	1,730	1,740	10
Internal Service	9,278	7,791	5,980	5,480	(500)
Other Operating Expenses	13,145	7,905	7,610	6,530	(1,080)
Capital Outlay	1,450	-	1,500	1,490	(10)
Totals	\$281,383	\$287,299	\$312,850	\$ 383,720	\$ 70,870

Position Notes

Engineering is funded primarily from the State Highway Maintenance Funds, General Fund, and Capital Improvement Projects. The majority of projects are funded by the Capital Improvements Program and/or federal and state funding provided from special grant projects.

Position Title	FY 2019 FTEs	FY 2020 FTEs
SR GIS/CAD ENGINEERING TECHNICIAN	0.50	0.50
PUBLIC WORKS PROJECT ENGINEER	1.50	2.00
PUBLIC WORKS CHIEF ENGINEER	0.50	1.00
PW PROJECT MANAGER	0.50	0.50
ASST DIR OF PUBLIC WRKS/CTY ENG	0.50	0.50
ACCOUNTANT II	0.10	0.10
SECRETARY	0.40	0.40
Total	4.00	5.00

Accomplishments

Installed building emergency generators at Financial Service Center and the Municipal Building.

Replaced roofs on the Ruby Archie Library, Stonewall Recreation Center, and City Auditorium.

Completed Patton Street Drainage, North Union Street Improvements, and Riverside Drive Reconstruction.

Secured VDOT Grant Funding: State of Good Repair (\$999,000), Transportation Alternative Program (\$521,000), and Revenue Sharing Program (\$1,183,652).

Description

The Street Maintenance Division of Public Works provides maintenance and repair support to other departments as required. Streets and grounds maintenance crews maintain City properties such as trails, parking lots, alleys and other City property. Since the Street Maintenance Division has construction capability, it also installs storm drains as required and makes repairs to sewer lines as needed.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 184,869	\$ 118,700	\$ 277,760	\$ 312,140	\$ 34,380
Employee Benefits	26,954	19,076	40,430	46,590	6,160
Purchased Services	39,811	37,108	43,490	44,460	970
Internal Service	94,122	68,303	127,920	128,650	730
Other Operating Expenses	71,710	41,371	49,600	49,470	(130)
Capital Outlay	-	-	500	490	(10)
Totals	\$ 417,466	\$ 284,558	\$ 539,700	\$ 581,800	\$ 42,100

Personnel

The Streets Maintenance Division's primary responsibility is the public right-of-way; however the Division is also supported by the General Fund for non-VDOT services including seasonal lighting, city buildings grounds maintenance, trails, parking lots, non-VDOT stormdrains/alleys, and other maintenance on city property.

Position Title	FY 2019 FTEs	FY 2020 FTEs
TRAINING & SAFETY MANAGER	0.15	0.16
PUBLIC SERVICE WORKER/OPERATOR	1.98	3.56
GROUNDSKEEPER	0.36	0.36
MOTOR EQUIPMENT OPERATOR I	1.92	1.27
MOTOR EQUIPMENT OPERATOR II	1.71	1.27
MOTOR EQUIPMENT OPERATOR III	0.45	0.62
CREW SUPERVISOR	0.60	0.65
GENERAL SUPERVISOR	0.48	0.49
DIVISION DIRECTOR OF STREETS	0.15	0.16
Total	7.80	8.51

Accomplishments

Constructed Pinetags Emergency Exit.

Completed landscape improvements at Goodyear Boulevard and Wendell Scott Highway interchange.

Description

The Building Maintenance Division of Public Works provides maintenance for public buildings and includes general building repair such as painting, electrical, plumbing, carpentry, furniture/office moving, snow removal of parking lots and sidewalks, JTI Fountain maintenance, mechanical equipment, heating and air conditioning, pest control, emergency generator maintenance, fire sprinkler maintenance, fire/security alarm maintenance/monitoring, elevator maintenance and inspection, utilities, and custodial.

Custodial services are provided by contractor and in-house staff for numerous city occupied buildings. Building Maintenance Division also provides maintenance services for IDA buildings and properties including weekly building checks, building repair, electrical, plumbing, and carpentry as needed.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 700,231	\$ 664,179	\$ 745,180	\$ 760,200	\$ 15,020
Employee Benefits	109,489	107,707	111,130	114,150	3,020
Purchased Services	411,875	599,933	453,330	450,260	(3,070)
Internal Service	836,246	829,556	811,790	836,660	24,870
Other Operating Expenses	117,231	113,749	112,810	118,330	5,520
Capital Outlay	952	572	2,600	1,300	(1,300)
Reimbursement	(66,280)	(44,625)	(11,090)	(11,660)	(570)
Totals	\$2,109,744	\$2,271,071	\$2,225,750	\$ 2,269,240	\$ 43,490

Personnel

Building maintenance staff are funded by the General Fund or Capital Improvement Projects for major repairs and renovations. Budgeted salary is distributed among the General Fund accounts based on actual data reporting in past years. Custodial staff for all buildings are funded in one General Fund account.

Position Title	FY 2019 FTEs	FY 2020 FTEs
CUSTODIAN	8.00	8.00
SENIOR CUSTODIAN	1.00	1.00
CUSTODIAN SUPERVISOR	1.00	1.00
GENERAL SUPERVISOR	1.00	1.00
BUILDING MAINTENANCE MECH II	7.07	7.00
DIVISION DIRECTOR OF BUILDINGS	1.00	1.00
Total	19.07	19.00

GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Public Works - Engineering							
Intersection Improvement at Riverside and Audubon		216,500	-	-	-	-	216,500
State of Good Repair-Resurfacing		998,000	-	-	-	-	998,000
State of Good Repair-MLK Northbound		4,657,500	-	-	-	-	4,657,500
General Street Improvements	60000067	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
Riverside Drive Reconstruction	61282	100,000	1,000,000	1,000,000	1,000,000	1,000,000	4,100,000
Riverwalk Multi-Use Trail Extension		398,680	369,420	350,000	350,000	350,000	1,818,100
Stormwater Improvements	60022	200,000	200,000	200,000	200,000	200,000	1,000,000
Gateway Corridor Landscaping Improvements	61369	50,000	50,000	50,000	50,000	50,000	250,000
City-wide Wayfinding Signage	61169	75,000	-	100,000	-	100,000	275,000
River District Street Improvements	61281	-	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
River District Street Landscaping - Non VDOT	60906	-	100,000	100,000	100,000	100,000	400,000
Old West End Rental District Street		-	1,000,000	-	-	-	1,000,000
Arnett Blvd Improvements		-	500,588	-	-	-	500,588
Public Works Engineering Total		\$ 6,895,680	\$ 4,420,008	\$ 3,000,000	\$ 2,900,000	\$ 3,000,000	\$ 20,215,688

Public Works Engineering Projects Unscheduled/Unfunded	Beyond FY 2024	Beyond FY 2024
Kentuck Road Improvements	7,566,347	7,566,347
Main Street Parking Deck	23,836,000	23,836,000
Elizabeth St Interchange at Danville Bypass	11,236,250	11,236,250
Roundabout at Mt Cross Rd & Dimon Drive	7,000,000	7,000,000
Route 58 WBL Kentuck Rd- Airport Drive	3,453,896	3,453,896
Piedmont Drive Pedestrian Accessibility Impr	5,797,934	5,797,934
Total Unscheduled/Unfunded	58,890,427	58,890,427

Public Works Building & Grounds							
Elevator Upgrade - City Buildings	60000437	275,000	275,000	275,000	275,000	275,000	\$ 1,375,000
Emergency Generators - City Buildings		50,000	160,000	50,000	50,000	50,000	360,000
General Maintenance of Buildings	60027	150,000	150,000	150,000	150,000	150,000	750,000
Roof Replacement - City Buildings	60000119	250,000	250,000	250,000	250,000	1,000,000	2,000,000
City-Owned Parking Lots		100,000	100,000	100,000	100,000	800,000	1,200,000
Exterior Painting of City Buildings		100,000	105,000	70,000	55,000	50,000	380,000
HVAC Replacement - City Buildings		-	275,000	-	275,000	-	550,000
Interior Painting of City Buildings		-	100,000	100,000	50,000	50,000	300,000
Public Works Buildings & Grounds Total		\$ 925,000	\$ 1,415,000	\$ 995,000	\$ 1,205,000	\$ 2,375,000	\$ 6,915,000

**GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i><u>Public Works - Engineering & Streets</u></i>						
General Street Improvements					\$ 200,000 (1)	\$ 200,000
Gateway Corridor Landscaping Imprv					50,000 (3)	50,000
Intersection Improvmnt-Riverside/Audubon				216,500		216,500
State of Good Repair-MLK Bridge NBL				3,657,500	1,000,000 (4)	4,657,500
State of Good Repair-Resurfacing				998,000		998,000
Riverside Drive Reconstruction			50,000	50,000		100,000
Riverwalk Multi-Use Trail	36,000			357,680	5,000 (1)	398,680
Stormwater Improvements	100,000		50,000		50,000 (1)	200,000
City-Wide Wayfinding Signage	75,000					75,000
Total Public Works-Engineering & St	\$ 211,000	\$ -	\$ 100,000	\$ 5,279,680	\$ 1,305,000	\$ 6,895,680

- (1) Reprogrammed Funds 255,000
- (3) DIG Funds (Special Revenue Fund) 50,000
- (4) VDOT St Maint Funds (Fund 14) 1,000,000

Public Works - Buildings

Elevator Replacement			\$ 275,000			\$ 275,000
Roof Replacement - City Buildings			250,000			250,000
General Maintenance of Buildings & Grounds	150,000					150,000
City-Owned Parking Lots			100,000			100,000
Exterior Painting-City-Owned Buildings			100,000			100,000
Emergency Generators			50,000			50,000
Total Public Works-Buildings	\$ 150,000	\$ -	\$ 775,000	\$ -	\$ -	\$ 925,000

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Intersection Improvement at Riverside and Audubon
Project No: 61441

Department: Public Works
Division: Engineering
Section: N/A

Description:
 Intersection improvements including curb and gutter, sidewalks, turn lane, pedestrian crossing.

Justification:
 To provide safer pedestrian access from Woodberry Hills to the Riverwalk Trail and to provide more efficient turning movements for westbound Riverside onto Audubon.

Comments:
 VDOT Revenue Sharing Application submitted Oct. 2017 was approved June 2018 for FY2020 funding.
 City match funding approved in FY2019.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
State Grants	216,500	-	-	-	-	216,500
Bonds	-	-	-	-	-	-
Total Funding Sources	216,500	-	-	-	-	216,500

Goals/Milestones:

FY 2020	Construction of Audubon Boulevard and Riverside Drive Improvements
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: State of Good Repair-Resurfacing
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

Resurfacing of several street segments along South Boston Road, Central Blvd, Memorial Drive and Main Street. Segments are predetermined by VDOT condition ratings. Application was made in January 2019. Awards to be announced June 2019.

Justification:

VDOT annually publishes a list of rated street segments statewide. This list can be used to apply for State of Good Repair funds. If awarded, the funds must be expended within 18 months on the awarded streets. Any leftover funding is returned to the program. There is no match required for the funding. Maximum award amount to a locality is \$1,000,000.

Comments:

Prior streets that have received funding in previous years include South Boston Road, Riverside Drive, Memorial Drive, Central Blvd.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
State Grant		998,000	-	-	-	-	998,000
			-	-	-	-	-
Total Funding Sources		998,000	-	-	-	-	998,000

Goals/Milestones:

FY 2020	Resurfacing
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: State of Good Repair-MLK Bridge NBL
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

MLK Bridge (Structure #1811): Repair of identified deficiencies at column/floor beam connections. Repair other concrete spalls and delaminations and other noted deficiencies on the bridge.

Justification:

The bridge was reconstructed by VDOT and opened in 2005. Recent inspections have indicated deficiencies at some of the column connections to the floor beams due to thermal stress likely as a result of the bridge design. The condition rating of the superstructure is now rated as poor and the deficiencies need to be corrected. The resulting condition rating qualifies the structure for State of Good Repair funding.

Comments:

State of Good Repair (SGR) Bridge Form was submitted on January 7, 2019. Funding approval to be determined by VDOT and announced July 2019. SGR Funds Requested in the amount of \$3,657,500.

\$1,000,000 will be used from VDOT Maintenance Funds.

FY2020 - FY2021: Complete engineering phase (\$300,000 in FY2020, \$385,000 in FY2021)

FY2021 - FY2023: Complete construction phase (\$1,324,167 per fiscal year)

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
State Grant		3,657,500	-	-	-	-	3,657,500
VDOT St Maint-Fund 15		1,000,000	-	-	-	-	1,000,000
Total Funding Sources		4,657,500	-	-	-	-	4,657,500

Goals/Milestones:

FY 2020	Complete Preliminary Engineering Phase
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: General Street Improvements
Project No: 60000067

Department: Public Works
Division: Engineering
Section: N/A

Description:
Construct curb and gutter, additional lanes, cul-de-sacs, and traffic signals as identified.

Justification:
Funds are used to pave previously non-maintained roads where houses now exist to bring them up to VDOT Maintenance Pavement Standards. Priorities will be adjusted, as necessary, depending upon our ability to move forward with projects. The funds will improve street safety and level of service. Funds are also used to make changes recommended by MPO studies such as lane widening and installing curb and gutter. When possible, funds are used to match VDOT Safety Grants and public/private partnerships with developers.

Comments:
Reprogram \$100,000 from South Union Enhancements
Reprogram \$100,000 from Pinetag project

Some general street improvement projects such as cul-de-sacs, new street construction, and Economic Development projects may not be eligible for VDOT funding.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenue	-	200,000	200,000	200,000	200,000	800,000
Reprogrammed Funds	200,000					
Total Funding Sources	-	200,000	200,000	200,000	200,000	800,000

Goals/Milestones:

FY 2020	Addition of a turn lane from ramp, southbound Piedmont Dr. onto westbound Riverside Dr., to provide a turn lane into Steve Padgett Honda dealership.
FY 2021	Curb and gutter, drainage, and widening for Hairston Street at Piney Forest Road.
FY 2022	Curb and gutter, drainage, and turn-lane widening of Ferry Road from West Main Street to West City limits.
FY 2023	Curb and gutter, additional lanes, cul-de-sacs, and traffic signals as identified.
FY 2024	Curb and gutter, additional lanes, cul-de-sacs, and traffic signals as identified.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Riverside Drive Reconstruction
Project No: 61282

Department: Public Works
Division: Engineering
Section: N/A

Description:

Remove concrete roadbase and replace with stone and asphalt base from Locust Lane to Barrett Street. The project requires numerous phases.

Justification:

Riverside Drive is constructed with concrete roadbase. The concrete roadbase has begun to shift and move. The effects of the roadbase movement, expansion, and contraction creates large cracks in the asphalt and surface. The surface cannot be repaired without removing the concrete base and replacing it with stone aggregate and asphalt base. The project requires numerous phases over a period of years. Phase I, II, and III were completed in 2006, 2007, and 2016 using VDOT maintenance funds. This project will significantly improve the durability and rideability of the road surface.

Comments:

Phase I - Riverside Dr. from Keen St. to Locust Ln., eastbound and westbound lanes. (Completed in FY 2006)
Phase II - River St. from Main St. to Fall Creek, eastbound and westbound lanes (Completed in FY 2007)
Phase III - Riverside Dr. from Sandy Creek to Sandy River, eastbound lanes. (Completed in FY 2016)
Phase IV - Riverside Dr. from Sandy Creek to Audubon Drive, eastbound lanes. (Completed in FY 2018)
Phase V - Riverside Dr. from Audubon Dr. to Arnett Blvd., eastbound lanes, to be constructed in FY 2019.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
General Fund Revenues	1,000,000	-	500,000	500,000	500,000	500,000	2,000,000
State Grants	1,500,000	50,000	500,000	500,000	500,000	500,000	2,050,000
Bonds	500,000	50,000	-	-	-	-	50,000
Total Funding Sources		100,000	1,000,000	1,000,000	1,000,000	1,000,000	4,100,000

Goals/Milestones:

FY 2020	Phase VI - Arnett Blvd to Locust Ln (Eastbound and Westbound lanes) w/concrete curb and gutter where needed.
FY 2021	Phase VII - Arnett Blvd to Audubon Blvd (Westbound lanes) w/concrete curb and gutter where needed
FY 2022	Phase VIII - Audubon Blvd. to Sandy Creek (Westbound lanes) w/concrete curb and gutter where needed
FY 2023	Continued in future CIP years - Phases to be determined between Sandy Creek and Barrett Street (Eastbound and westbound lanes)
FY 2024	Continued in future CIP years - Phases to be determined between Sandy Creek and Barrett Street (Eastbound and westbound lanes)

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Riverwalk/Multiuse Trail Extension
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

Various trail extension projects for segments as identified in the master plan.

Justification:

The continued extension of the Riverwalk / Multiuse Trail is essential to provide access to additional recreational amenities and opportunities throughout the City of Danville.

Comments:

Reprogram \$5,000 from Landscaping on N Union in traffic island (PL#60906)
 VDOT funding approved.
 Riverwalk Master Plan to be finalized in 2019.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	36,000	89,420	70,000	70,000	70,000	335,420
Reprogrammed Funds	5,000					
Federal Grant	357,680	280,000	280,000	280,000	280,000	1,477,680
Total Funding Sources	398,680	369,420	350,000	350,000	350,000	1,813,100

Goals/Milestones:

FY 2020	Construct new segment of trail from New River Front Park to Union St Bridge at Memorial Dr. (White Mill).
FY 2021	Construct new segment of trail as identified in Riverwalk Master Plan, finalized in 2019.
FY 2022	Construct new segment of trail as identified in Riverwalk Master Plan, finalized in 2019.
FY 2023	Construct new segment of trail as identified in Riverwalk Master Plan, finalized in 2019.
FY 2024	Construct new segment of trail as identified in Riverwalk Master Plan, finalized in 2019.

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Stormwater Improvements
Project No: 60022

Department: Public Works
Division: Engineering
Section: N/A

Description:

This project is for installation of new storm drainage facilities or replacement of old deteriorating storm drainage facilities in order to reduce residential and street flooding as a result of increased development and undersized drains. Project requests are evaluated based on the city's storm water management policy and prioritized as funds become available and as drainage assistance requests are made by residents. Funds are used to assist residents with flooding and erosion problems in accordance with the stormwater management policy.

Justification:

This project is for the efficient management of stormwater collection and discharge within the City.

Comments:

Reprogram \$50,000 from 600 Block Enhancement

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	100,000	200,000	200,000	200,000	200,000	900,000
Bonds	50,000					
Reprogrammed Funds	50,000	-	-	-	-	50,000
Total Funding Sources	200,000	200,000	200,000	200,000	200,000	950,000

Goals/Milestones:

FY 2020	Construct additional stormwater capacity at Layton Avenue and Timberlake Drive. Install/Repair/Replace other stormwater culverts city-wide as needed.
FY 2021	Install/Repair/replace stormwater culverts city-wide as needed.
FY 2022	Install/Repair/replace stormwater culverts city-wide as needed.
FY 2023	Install/Repair/replace stormwater culverts city-wide as needed.
FY 2024	Install/Repair/replace stormwater culverts city-wide as needed.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Gateway Corridor Landscaping Improvements
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

This project is a five-year program to improve one city entrance corridor per year. The project includes landscaping and beautification

Justification:

This project is In support of Economic Development and to improve first impressions of the city

Comments:

2018 Gateway - Improvements at interchange at Goodyear Blvd. and Danville Expressway.
 Funding is provided by the Danville Interchange Garden (DIG) maintenance agreement fund (Special Revenue).
 The expenditures are estimated. There are no specific site drawings or plans at this time.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Special Grants - DIG Program	50,000	50,000	50,000	50,000	50,000	250,000
Total Funding Sources	50,000	50,000	50,000	50,000	50,000	250,000

Goals/Milestones:

FY 2020	South Main Street at NC stateline
FY 2021	South Boston Road at east city-limits.
FY 2022	Riverside Drive at west city-limits.
FY 2023	Piney Forest Road at north city-limits.
FY 2024	East Franklin Turnpike at North Main Street.

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: City-wide Wayfinding & Signage
Project No: 61169

Department: Public Works
Division: Engineering
Section: N/A

Description:

This project will implement the way-finding study recommendations for planning, design and construction of way-finding and gateway signage city-wide with a focus on business districts and historically significant areas.

Justification:

A unified signage program is an effective way to increase both residents' and visitors' sense of awareness, comfort, and security to explore and enjoy historical, cultural, recreational, commercial, and natural resources in the city.

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		75,000	-	100,000	-	100,000	275,000
							-
Total Funding Sources		75,000	-	100,000	-	100,000	275,000

Goals/Milestones:

FY 2020	Installation of wayfinding and gateway signs will begin in the River District and expand city-wide.
FY 2021	N/A
FY 2022	Installation of wayfinding and gateway signs will begin in the River District and expand city-wide.
FY 2023	N/A
FY 2024	Installation of wayfinding and gateway signs will begin in the River District and expand city-wide.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: River District Street Improvements
Project No: 61281

Department: Public Works
Division: Engineering
Section: N/A

Description:

Provide improved sidewalks, lighting, drainage, and roadway improvements in the River District.

Justification:

This project is a continuation of the Downtown Revitalization Plan recommended by BBP Consultants for the River District. Following River District Guidelines.

Comments:

FY 2019: State Grant (\$700,000) to match local funding already received.

FY 2020: General Fund (\$500,000) needed in advance of State Grant request.

Phases/Funding:

Phase I - Main Street (Completed in 2013)

Phase II - Main Street Plaza (Completed in 2014)

Phase III - Craghead Street from Loyal St. to Newton St. (Completed in 2017)

Phase IV - Craghead Street from Newton St. to Train Station overpass (Completed in 2018).

Phase V - North Union Street and Spring Street area from Spring Street to Memorial Drive (Completed in 2019).

Phase VI - Main Street between Floyd Street and Ridge Street and South Union Street between Main and Patton (VDOT Revenue Sharing applications approved for FY 2019 funding).

Phase VII - Wilson Street between Bridge Street and Lynn Street (VDOT Revenue Sharing applications approved for FY 2020 funding).

Phase VIII - Loyal Street between Bridge Street and Ridge Street (VDOT Revenue Sharing Application due in Oct. 2019).

Phase IX - Memorial Drive adjacent to proposed New River Park (VDOT Revenue Sharing Application due in Oct. 2019).

Funding	Prior Yrs	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 yr Total
General Fund Revenues	2,000,000	-	500,000	500,000	500,000	500,000	2,000,000
Reprogrammed Bond Funds	-	-	-	-	-	-	-
State Grants	2,200,000	-	500,000	500,000	500,000	500,000	2,000,000
Bonds	2,000,000	-	-	-	-	-	-
Total Funding Sources		-	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000

Goals/Milestones:

FY 2020	Improvements in River District on Wilson Street between Bridge St and Lynn St.
FY 2021	Improvement in the River District on Loyal St between Bridge St and Ridge St.
FY 2022	Anticipated improvements to Memorial Dr adjacent to new River Front Park.
FY 2023	Spring Street from Memorial Drive to Ridge Street.
FY 2024	Improvements in the River District to be determined by Economic Development investment.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: River District Street Landscaping - Non-VDOT
Project No: 60906

Department: Public Works
Division: Engineering
Section: N/A

Description:

Provide streetscape landscaping, furnishings, and other improvements to Union Street, Craghead Street, Main Street, Bridge Street, Loyal Street, Colquhoun Street and other locations as identified in the phasing of the River District Reconstruction Project. The \$100,000 will be used for non-VDOT grant eligible work.

Justification:

Amenities such as trees, tree grates, benches, bricks, decorative lighting, trash receptacles, and so forth, are not eligible for VDOT Revenue Sharing Funds, but are needed to make the area attractive and inviting.

Comments:

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	-	100,000	100,000	100,000	100,000	400,000
Reprogrammed Funds	-					-
Total Funding Sources	-	100,000	100,000	100,000	100,000	400,000

Goals/Milestones:

FY 2020	Install amenities in the River District area as identified in the phasing of the River District Reconstruction Project.
FY 2021	Install amenities in the River District area as identified in the phasing of the River District Reconstruction Project.
FY 2022	Install amenities in the River District area as identified in the phasing of the River District Reconstruction Project.
FY 2023	Install amenities in the River District area as identified in the phasing of the River District Reconstruction Project.
FY 2024	Install amenities in the River District area as identified in the phasing of the River District Reconstruction Project.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Old West End Rental District Street Improvements
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

This project is for closing one block of Jefferson Avenue at Jefferson Street to create an urban park. Jefferson Avenue and Pine Street near Jefferson Street would be streetscaped as part of the Old West End Rental District Revitalization Project.

Justification:

Old West End Rental District Study by Allison Platt & Associates CJMW Architecture

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		-	500,000	-	-	-	500,000
State Grants		-	500,000	-	-	-	500,000
Total Funding Sources		-	1,000,000	-	-	-	1,000,000

Goals/Milestones:

FY 2020	N/A
FY 2021	Create an urban park as identified to be part of the Old West End Rental District Revitalization Project.
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Arnett Boulevard Improvements
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

This project will provide pedestrian and bicycle facility improvements along Arnett Boulevard from Guilford Street to Wendell Scott Drive.

Justification:

This corridor does not currently have adequate facilities to support or promote pedestrian or bicycle use. This corridor connects to several residential areas to an elementary school. There are obvious foot paths behind the existing curbs where pedestrians are walking.

Comments:

Submitted as a Smart Scale Project and project received funding (FY2021)
 Preliminary Engineering in 2022
 Right-of-Way in 2025
 Construction in 2027

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
State Grant	-	450,528	-	-	-	450,528
General Fund Revenues	-	50,060	-	-	-	50,060
Total Funding Sources	-	500,588	-	-	-	500,588

Goals/Milestones:

FY 2020	N/A
FY 2021	Preliminary engineering (2022), Right-of-Way (2025), Construction (2027)
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Kentuck Road Improvements
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

Proposed improvements along Kentuck Road to include a roundabout at Halifax Road, intersection improvement at Eagle Springs Road widening just north of Bright Leaf Road.

Justification:

An MPO study suggested most of these improvements. Project will provide spot improvements along Kentuck Road for improved safety, traffic flow, and industrial access.

Comments:

Submitted as a Smart Scale Project in 2016. Project was not funded.
 Cost estimate: \$7,491,433 + 10% = \$7,566,347.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
To Be Determined		-	-	-	-	7,566,347	7,566,347
		-	-	-	-	-	-
Total Funding Sources		-	-	-	-	7,566,347	7,566,347

Goals/Milestones:

FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	Proposed improvements along Kentuck Road to include a roundabout at Halifax Road, intersection improvement at Eagle Springs Road widening just north of Bright Leaf Road.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Main Street Parking Deck
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

Construct a parking deck at the intersection of Main Street and North Union Street to include 617 parking spaces on six levels and a potential retail facility.

Justification:

Convenient parking is needed for the public and future economic development growth in the Downtown River District area. Timing of construction will depend on future development of River District buildings (Masonic building).

Comments:

Project based on Schematic Design Manual by SKA Consulting Engineers, dated 8/7/15. Funding to be determined. Cost estimate: \$23,600,000 + 10%

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
To Be Determined	-	-	-	-	23,836,000	23,836,000
	-	-	-	-	-	-
Total Funding Sources	-	-	-	-	23,836,000	23,836,000

Goals/Milestones:

FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	Construct a parking deck at the intersection of Main Street and North Union Street to include 617 parking spaces on six levels and a potential retail facility.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Elizabeth Street Interchange at Danville ByPass
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

Construction of bridge and full interchange at Elizabeth Street and Danville Bypass (Route 29) per 2017 Construction Concept Design and Cost Estimate Study by AECOM.

Justification:

US Route 29 serves as a vital link connecting the Piedmont Triad area in North Carolina to the Danville regional area. Route 29 is a limited access bypass expressway around the City of Danville and the Elizabeth Street connection is the only at-grade access. Right-of-way has been purchased and preliminary engineering plans have been developed. Construction at the interchange will reduce travel time for surrounding residents and improve the safety of the highway system.

Comments:

This at-grade intersection was the location of multiple fatalities in the mid-90s.
 Cost estimate: \$11,125,000 + 10% = \$11,236,250.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
To Be Determined		-	-	-	-	11,236,250	11,236,250
		-	-	-	-	-	-
Total Funding Sources		-	-	-	-	11,236,250	11,236,250

Goals/Milestones:

FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	Construction of bridge and full interchange at Elizabeth Street and Danville Bypass (Route 29) per 2017 Construction Concept Design and Cost Estimate Study by AECOM.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Roundabout at Mt Cross Road & Dimon Drive
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:
Construct roundabout at Mt. Cross Road and Dimon Drive

Justification:
Improve efficiency and safety at the intersection

Comments:
Smart Scale Application was submitted in August 2018. Project was scored in January 2019 and did not score well enough to receive funding. Cost of the project is estimated by VDOT to be \$7,000,000.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
To Be Determined	-	-	-	-	7,000,000	7,000,000
	-	-	-	-	-	-
Total Funding Sources	-	-	-	-	7,000,000	7,000,000

Goals/Milestones:

FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	Construct a roundabout at Mt. Cross Road and Dimon Drive.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Route 58 Kentuck Road to Airport Drive
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:
 Install third westbound lane from Kentuck Road to Airport Drive.

Justification:
 In 2018, a project was completed which added a third westbound lane from Airport Drive to the Danville Expressway. Lack of funding prevented the extension to Kentuck Road.

Comments:
 A Smart Scale application was submitted in August 2018 for funding. In January 2019, scoring information was published and the project score was not enough to receive funding. A future application will be considered. VDOT Estimated project cost in 2018 was \$3.4 million.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
To Be Determined		-	-	-	-	3,453,896	3,453,896
		-	-	-	-	-	-
Total Funding Sources		-	-	-	-	3,453,896	3,453,896

Goals/Milestones:

FY 2020	
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	Install third westbound lane from Kentuck Rd to Airport Dr.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Piedmont Drive Pedestrian Accessibility Improvements
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

Install sidewalk on Holt Garrison Parkway, Lowes Drive, Piedmont Drive, Mt Cross Road. Install pedestrian crosswalks on Piedmont Drive and Mt Cross Road.

Justification:

Sidewalk on Piney Forest Road stops at Holt Garrison Parkway. Future sidewalk to be installed on Mt Cross from Averett North Campus to Walmart (across from Lowes Drive). This project would connect these two sidewalk segments as well as provide a connection to the Danville Mall property and to a transit stop adjacent to the mall.

Comments:

A Smart Scale application was submitted in August 2018 for funding. In January 2019, scoring information was published and the project score was not enough to receive funding. A future application will be considered. Estimated project cost in 2018 was \$5.8 million.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
To Be Determined		-	-	-	-	5,797,934	5,797,934
		-	-	-	-	-	-
Total Funding Sources		-	-	-	-	5,797,934	5,797,934

Goals/Milestones:

FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	Install sidewalk on Holt Garrison Parkway, Lowes Drive, Piedmont Drive, Mt Cross Road. Install pedestrian crosswalks on Piedmont Drive and Mt Cross Road.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN

PROJECT DESCRIPTION

Project Title: Elevator Upgrade - City Buildings

Department: Public Works

Project No: 60000437

Division: Building Maintenance

Section: N/A

Description:

This project replaces elevator controls and hoist equipment at various City-owned buildings.

Justification:

Existing elevator equipment is nearing end of life and experiencing major repairs. All traction elevators are using rebuilt electrical motors and generators. Generators are out of production and operators and controls are outdated. Replacements are becoming more difficult to find. Any replacement requires electronic solid state boards.

Comments:

City buildings with elevators include: Municipal Building; Courts Building; Social Services (L. Herman Building); City Armory; Public Library; Financial Service Center (Charles Harris Building). See goals for details.

- Municipal Building (Completed in 2017)

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	-	275,000	275,000	275,000	275,000	1,100,000
Bonds	275,000	-	-	-	-	275,000
Total Funding Sources	275,000	275,000	275,000	275,000	275,000	1,375,000

Goals/Milestones:

FY 2020	Social Services Building - (Second half of funding) Two traction elevators (Year installed 1931, Modified 1990) Update generators, cable, controls, operators, electrical, and fire alarm components.
FY 2021	City Armory - One traction elevator (Year installed: 1936 Updated: 1966) Five (5) floors in building. Update generators, cable, controls, operators, electrical, and fire alarm components.
FY 2022	Courts Building - (First half of funding) Two traction elevators (Year installed: 1972)
FY 2023	Courts Building - (Second half of funding) Two traction elevators (Year installed: 1972) Update generators, cable, controls, operators, electrical, and fire alarm components. Public Library - One hydraulic elevator (Year installed: 1972) Code requires complete change out. Update pump, jack, controls, operators, and fire alarm components. Financial Service Center - One hydraulic elevator (Year installed: 1986) Code requires complete change out. Update pump, jack, controls, operators, and fire alarm components.
FY 2024	Public Library - One hydraulic elevator (Year installed: 1972); Financial Service Center - One hydraulic elevator (Year installed: 1986)

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Emergency Generators - City Buildings
Project No: TBD

Department: Public Works
Division: Building Maintenance
Section: N/A

Description:

This project installs new emergency generators at various City buildings and locations. It also replaces the existing generator at the Municipal building

Justification:

The installation of new emergency generators in additional City buildings will allow those building to continue to function during power outages. The generator at the Municipal Building is nearing the end of its reliable life and there is a need to increase the capacity. The installation of a new generator at the Mass Transit Fuel Site would allow fuel to be distributed during power outages.

Comments:

The emergency generator project includes the following locations in order of priority.

1. Charles Harris Financial Services Center (Complete 2018)
2. Municipal Building (replacement)
3. Mass Transit Fuel Site
4. Pepsi Building

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	-	160,000	50,000	50,000	50,000	310,000
Bonds	50,000	-	-	-	-	50,000
Total Funding Sources	50,000	160,000	50,000	50,000	50,000	360,000

Goals/Milestones:

FY 2020	Mass Transit Fuel Site/Garage
FY 2021	City Garage / Warehouse (Connecting old Mun. Bldg. generator)
FY 2022	Mass Transit Garage and office building
FY 2023	Emergency Shelters (Glenwood, Coates, or Bonner)
FY 2024	To be Determined

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: General Maintenance of Buildings
Project No: 60027

Department: Public Works
Division: Building Maint
Section: N/A

Description:

This project includes major repairs/maintenance of City-owned buildings and facilities. Funding for these general capital maintenance items are not funded/included in the operating budget

Justification:

This project will provide well-maintained buildings and facilities

Comments:

The goals reflect current priorities for facility improvements. However, projects will be adjusted as necessary according to ability to move forward with the projects and subject to critical needs that may arise and require timing adjustments.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	150,000	150,000	150,000	150,000	150,000	750,000
Total Funding Sources	150,000	150,000	150,000	150,000	150,000	750,000

Goals/Milestones:

FY 2020	Municipal Building - renovate common area in basement, rework brick veneer parking deck, replace storefront entrance doors, replace compromised double-paned windows; Courts Building - replace rotten window sills/trim, replace storefront entrance doors in Jail Lobby. Repairs in other buildings as needed.
FY 2021	City buildings to be determined.
FY 2022	City buildings to be determined.
FY 2023	City buildings to be determined.
FY 2024	City buildings to be determined.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Roof Replacement - City Buildings
Project No: 60000119

Department: Public Works
Division: Building Maintenance
Section: N/A

Description:

This project is a programmed roof replacement on various City buildings

Justification:

The roofs on many City buildings are nearing end of life and experiencing major repairs and leaks. A phased replacement accomplished over five or more years is recommended to avoid a large outlay of funds in any one year.

Comments:

See goals for breakdown. The EPDM (ethylene propylene diene terpolymer) rubber roofing membrane has been available for low-slope commercial roofs for over 40 years. EPDM is a top choice of architects, roof consultants and contractors for both new construction and replacement roofing projects.

- Municipal Building (427 Patton St) (Completed in 2016)
- Courthouse (401 Patton St) (Completed in 2017)
- Social Services (510 Patton St) (Completed in 2017)
- Stonewall Recreation Center (1600 N Main St) (Completed in 2018)
- Public Library (511 Patton St) (Completed in 2018)
- City Armory (125 Floyd St) (To be completed in 2019)

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		-	250,000	250,000	250,000	1,000,000	1,750,000
Bonds		250,000	-	-	-	-	250,000
Total Funding Sources		250,000	250,000	250,000	250,000	1,000,000	2,000,000

Goals/Milestones:

FY 2020	Carrington Pavilion (3,003 sq. ft.) - roof last replaced in 1998. Financial Service Center (10,558 sq. ft.) - EPDM roof last replaced in 1955.
FY 2021	Public Works Garage & Canopy (4,521 sq. ft.) - roof last replaced in 1995. Dan Daniel Memorial Park (3 buildings - 8,629 sq. ft.) - roofs last replaced in 1993. Ballou Recreation Center (3,550 sq. ft.) - roof last replaced in 1980.
FY 2022	Green Street Police Station (2,890 sq. ft.) - roof last replaced in 1991. Public Works Crew Hall (6,800 sq. ft.) - roof last replaced in 1996. Public Works Administration Building (9,120 sq. ft.); Animal Shelter (Humane Society) (996 South Boston Rd) (2,100 sq ft) - roof last replaced in 2006.
FY 2023	W. W. Moore Building (603 Colquhoun St) (40,500 sq. ft.) - roof last replaced in 2000;
FY 2024	Danville Science Center (657 Craghead St) (26,220 sq. ft.) - roof last replaced in 2004.

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: City-Owned Parking Lots
Project No:

Department: Public Works
Division: Building Maint
Section: N/A

Description:
This project is established to manage repairs and resurfacing of various City parking lots.

Justification:
There are numerous city-owned parking lots that are deteriorating and need repair work.

Comments:
Parking lots recently completed include:
Courthouse entry road (2016)
Abe Koplen parking lot (2017)
Social Services parking lot
Animal Shelter

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues	-	100,000	100,000	100,000	800,000	1,100,000
Bonds	100,000					
Total Funding Sources	100,000	100,000	100,000	100,000	800,000	1,100,000

Goals/Milestones:

FY 2020	City Hall Lot at Lynn St and Court St (Old Dutch Lot)
FY 2021	Financial Service Center (Two lots - Customer and Employee)
FY 2022	Sheriff Parking Lot at corner of Lynn St and Patton St
FY 2023	Library (Four locations - Upper Lot, Strip behind Library, Police Lower Lot, and Dock under Library)
FY 2024	Galileo School (Old Sears Building)

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Exterior Painting of City Buildings
Project No:

Department: Public Works
Division: Building Maint
Section: N/A

Description:

It has been many years since there has been enough building maintenance funds allocated to accomplish painting of the City's larger buildings. A scheduled / phased approach is recommended.

Justification:

The exterior of the buildings selected for the first five (5) years of this project are showing their age and becoming unsightly. The City's overall appearance has been a goal and it is time to begin painting buildings.

Comments:

The caulking and sealing will be inspected and repaired or reworked as needed during this painting project.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		-	100,000	100,000	100,000	800,000	1,100,000
Bonds		100,000	-	-	-	-	100,000
Total Funding Sources		100,000	100,000	100,000	100,000	800,000	1,200,000

Goals/Milestones:

FY 2020	Exterior painting - Courthouse (401 Patton St)
FY 2021	Exterior painting - Sutherlin Mansion (Main building - 975 Main St)
FY 2022	Exterior painting - Train Station (677 Craghead St) / Danville Science Center (657 Craghead St)
FY 2023	Exterior painting - Social Services (510 Patton St)
FY 2024	Exterior painting - Sutherlin Mansion Annex (Holbrook Ave) and Research Building (526 Sutherlin Ave)

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: HVAC Replacement - City Buildings
Project No:

Department: Public Works
Division: Building Maint
Section: N/A

Description:

This is a programmed HVAC system replacement of various City buildings. Replacement will include various components, such as, outside compressor, evaporator unit, air handler unit, and update existing DDC controls.

Justification:

Many HVAC systems are nearing end of life, experiencing major repairs, and parts are becoming harder to find. Also, many existing DDC controls are limited and need updating to the new Building Maintenance Control System.

Comments:

Utility cost savings will occur over time with replacements.

HVAC systems replaced at:

- Public Library
- Municipal Building (3rd Floor)
- L. Herman (Social Services)

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenue	-	275,000	-	275,000	-	550,000
Bonds		-	-	-	-	-
Total Funding Sources	-	275,000	-	275,000	-	550,000

Goals/Milestones:

FY 2020	N/A
FY 2021	Pepsi Building HVAC unit; Municipal Building - Police Roll Call Room - AHU
FY 2022	N/A
FY 2023	Stonewall Recreation - HVAC unit; City Jail - Boiler; Courthouse - 2nd cooling tower
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Interior Painting of City Buildings
Project No:

Department: Public Works
Division: Building Maint
Section: N/A

Description:

The interior of large City buildings, such as the Courthouse, City Jail, and Municipal building, have not been painted since the last major renovations in the 1990s. A scheduled / phased approach is recommended.

Justification:

Painting one office at a time is not enough to keep the large buildings up to the City's standards. This project will provide an improved work environment and a better appearance to the City's customers.

Comments:

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		-	100,000	100,000	50,000	50,000	300,000
Bonds		-	-	-	-	-	-
Total Funding Sources		-	100,000	100,000	50,000	50,000	300,000

Goals/Milestones:

FY 2020	N/A
FY 2021	Interior Painting - City Hall Municipal Building (All floors) 427 Patton St
FY 2022	Interior Painting - Courthouse (All floors) 401 Patton St
FY 2023	Interior Painting - Social Services (All floors) 510 Patton St
FY 2024	Interior Painting - Financial Service Center (Charles Harris Bldg) 311 Memorial Dr

Description

It is the mission of the Danville Division of Social Services to promote self-reliance and provide protection for the citizens of Danville through community-based and customer-oriented services.

Major benefit programs include Medicaid and FAMIS, State/Local Hospitalization, Auxiliary Grants, Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), General Relief, and Energy Assistance.

Major service programs include Adult Services (Adult Protective Services, Adult Services, and Long-Term Care Screenings). Children's Services (Child Protective Services Family Assessments/Investigations, Ongoing Child Protective Services, Service Intake). Employment Services (VIEW and SNAPET), and Child Welfare (Foster Care, Preventive Foster Care, Adoption, Independent Living, Resource Family Recruitment and Training, Court Ordered Home Studies, Court Ordered Supervision, and Adult Adoptee Services).

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Gain on Disposal of Property	\$ -	\$ 755	\$ -	\$ -	\$ -
Recoveries and Rebates	689,771	722,540	717,290	794,800	77,510
Welfare Admin-Services/Elig	4,475,932	4,572,892	4,925,480	4,939,800	14,320
Public Assistance	2,531,090	2,119,793	2,573,100	2,571,800	(1,300)
Totals	\$7,696,793	\$7,415,980	\$8,215,870	\$ 8,306,400	\$ 90,530
Personnel Services	\$3,782,422	\$3,720,779	\$4,098,750	\$ 4,127,150	\$ 28,400
Employee Benefits	1,027,887	1,089,169	1,168,690	1,139,850	(28,840)
Purchased Services	58,710	54,384	110,160	158,240	48,080
Internal Service	128,496	121,169	152,120	129,690	(22,430)
Public Assistance	2,607,438	2,165,274	2,569,090	2,588,080	18,990
Other Operating Expenses	151,641	121,564	182,140	188,180	6,040
Cost Allocation	689,771	722,540	717,290	794,800	77,510
Capital Outlay	18,320	389	33,100	37,000	3,900
Debt Service	53,362	50,702	36,930	49,150	12,220
Totals	\$8,518,047	\$8,045,970	\$9,068,270	\$ 9,212,140	\$ 143,870
Net Cost to City	\$ 821,254	\$ 629,990	\$ 852,400	\$ 905,740	\$ 53,340

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
ADMINISTRATIVE SPECIALIST	9.00	8.61
SENIOR ADMINISTRATIVE SPECLT	4.00	4.00
SENIOR SECRETARY	1.00	1.00
ADMINISTRATIVE ASSISTANT	2.00	3.00
SENIOR ACCOUNT CLERK	1.00	1.00
ACCOUNTANT II	1.00	1.00
ELIGIBILITY WORKER	35.00	35.84
SENIOR ELIGIBILITY WORKER	3.00	4.00
ELIGIBILITY SUPERVISOR	3.00	3.00
FRAUD INVESTIGATOR	2.00	1.00
ELIGIBILITY SERVICES MANAGER	1.00	1.00
EMPLOYMENT SERVICE AIDE	1.00	1.00
EMPLOYMENT SERVICE WORKER	8.00	7.00
EMPLOYMENT SERVICE SUPERVISOR	1.00	1.00
SOCIAL SERVICE AIDE	1.00	1.00
FAMILY SERVICES SPECIALIST	15.00	15.00
SR FAMILY SERVICE SPECIALIST	3.00	3.00
SR FAMILY SERVICE SPECIALIST SUPERVISOR		1.00
CHILD PROTECTIVE SERVICE WRKR	5.00	5.00
FAMILY SERVICES SUPERVISOR	3.00	3.00
FAMILY SERVICES MANAGER	1.00	1.00
SNAPET COORDINATOR	1.00	0.00
DIR OF SOCIAL SERVICES	1.00	1.00
Total	102.00	102.45

Danville Community College (01-11502)

Danville Community College is a fully accredited two-year college providing a wide variety of educational and technical training for the community. It is located on South Main Street at Kemper Road and provides services to the citizens of Danville and surrounding Pittsylvania County, Virginia and Caswell County, North Carolina.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Contribution - Other Entities	\$ 10,476	\$ 10,854	\$ 10,780	\$ 10,780	\$ -
Totals	\$ 10,476	\$ 10,854	\$ 10,780	\$ 10,780	\$ -

Danville Health Department (01-11503)

The Danville Health Department is charged with protecting the health of the community by providing prenatal clinics, obstetrics, family planning services, dental care, personal care, care of sexually transmitted diseases, communicable disease prevention and control, anonymous HIV testing and counseling, immunization, and environmental programs including restaurant inspections and nutrition services. Funding for this operation comes from both the State and the General Fund, while some programs are grant funded.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Contribution - Other Entities	\$601,970	\$601,970	\$611,970	\$ 619,970	\$ 8,000
Totals	\$601,970	\$601,970	\$611,970	\$ 619,970	\$ 8,000

Danville-Pittsylvania Community Services Board (01-11504)

The Danville-Pittsylvania Community Services acts as the agent of the City of Danville and the County of Pittsylvania in the operation of community mental health, intellectual disability, and substance abuse and prevention programs and services as provided in Chapter 5 of Title 37.2 of the Code of Virginia as amended. Some of the available services include Mental Health – emergency, outpatient, case management, psychosocial, rehabilitation, supportive living, psychiatric; Intellectual Disability – case management, infant development, intensive residential services, adult day services, summer respite, family support; Substance Abuse – outpatient, outreach, case management, supervised residential, med/social detox referrals; and Prevention – youth skill building, substance abuse and violence prevention programs, parenting, anger management, child abuse prevention, youth tobacco use prevention, life skills, mediation, strengthening families programs.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Contribution - Other Entities	\$329,860	\$361,050	\$397,160	\$ 397,160	\$ -
Totals	\$329,860	\$361,050	\$397,160	\$ 397,160	\$ -

Danville Area Humane Society (01-19003)

The Danville Area Humane Society promotes the welfare and humane treatment of all animals and the prevention of cruelty towards all animals. This organization provides for the rescue and temporary maintenance of lost, strayed, abandoned animals and the dissemination of the principles of humaneness through educational programs.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$ 3,215	\$ 5,681	\$ 5,570	\$ 5,680	\$ 110
Internal Service	41	925	-	-	-
Contribution - Other Entities	130,842	155,842	164,850	164,850	-
Other Operating Expenses	38	852	1,000	1,000	-
Totals	\$134,136	\$163,300	\$171,420	\$ 171,530	\$ 110

Support of Ambulance & Rescue Services (01-19906)

Ambulance and Rescue provides municipal financial support to the Danville Life Saving Crew, an all-volunteer unit, whose objective is to provide pre-hospital emergency medical assistance and transportation to the citizens of Danville.

Additionally, this also includes Four-for-Life funding which provides funding for training of volunteer or salaried emergency medical service personnel of licensed, nonprofit emergency medical services agencies and for the purchase of necessary equipment and supplies for use in such locality for licensed, non-profit emergency medical and rescue services. These funds are received from the State through a vehicle registration add-on fee.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenue:					
Emergency Medical Services	\$ 17,565		\$ 17,570	\$ 17,130	\$ (440)
Expenditures:					
Contribution - Other Entities	\$ 97,565	\$ 97,127	\$ 97,570	\$ 377,130	\$ 279,560
Net Cost to City	\$ 80,000	\$ 97,127	\$ 80,000	\$ 360,000	\$ 279,560

Virginia Cooperative Extension (01-20203)

The Virginia Cooperative Extension Danville Office provides programs and educational assistance to the citizens of Danville in the areas of horticulture, community resource development, environmental responsibilities, and family and youth issues. The Extension helps local people participate in the design, implementation, and evaluation of needs-driven educational programming.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Svcs	\$ 251	\$ -	\$ -	\$ -	\$ -
Employee Benefits	19	-	-	-	-
Purchased Services	-	-	2,500	2,500	-
Internal Service	9	49	100	100	-
Contribution - Other Entities	59,557	59,089	62,490	64,250	1,760
Other Operating Expense	561	479	2,200	1,200	(1,000)
Totals	\$ 60,397	\$ 59,617	\$ 67,290	\$ 68,050	\$ 760

Western Virginia EMS Council (01-19907)

The Western Virginia EMS Council's mission is to facilitate regional cooperation, planning and implementation of an integrated emergency medical services delivery system. The formation of Regional EMS Councils is authorized by Code of Virginia § 32.1-111.11.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Contribution - Other Entities	\$ 8,528	\$ 8,528	\$ 8,530	\$ 8,530	\$ -
Totals	\$ 8,528	\$ 8,528	\$ 8,530	\$ 8,530	\$ -

Southern Area Agency on Aging (01-31901)

Southern Area Agency on Aging is a private, not for profit organization which receives federal, state and local funding, as well as fees and contributions from the individuals who receive services. This program promotes independence and well-being for older adults and provides services such as recreation, socialization, and transportation to senior citizens in Danville.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Contribution - Other Entities	\$ 5,459	\$ 5,459	\$ 5,460	\$ 5,460	\$ -
Totals	\$ 5,459	\$ 5,459	\$ 5,460	\$ 5,460	\$ -

Support of Business Development Agencies (01-32802)

The Dan River Business Development Center (DRBDC) is a 501(c)3 non-profit corporation established by the City of Danville and Pittsylvania County as an incubator that creates an environment to enable entrepreneurs to succeed in establishing businesses and creating jobs in the Danville MSA. The DRBDC hosts offices and light industrial/research space for tenants who benefit by instant access to broadband, telephone service, and common work areas such as conference, training, mail room, kitchen, and a library of computerized and print entrepreneurial resources. Counseling is provided to internal and affiliate tenants who do not need the building's infrastructure support but benefit from marketing and networking as well as coaching, mentoring, and specialized business development support; new economic development projects for the region also benefit from having strong infrastructure and network support during their transition into the region.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Contribution - Other Entities	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ -
Totals	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ -

Support of IDA (01-32803)

The Industrial Development Authority works in cooperation with the City and its Economic Development Office to promote and facilitate redevelopment activities in the River District by the purchase, renovation, and subsequent lease or sale of real estate site throughout the District. The IDA also provides significant opportunities for industrial and commercial development in the City and in Danville-Pittsylvania County Regional Industrial Facility Authority owned parks by providing competitively priced lease/purchase arrangements with companies locating in the Danville region.

The IDA issues tax-exempt bonds to provide long-term financing to promote industry and develop trade by inducing manufacturing, industrial, governmental and commercial enterprises and institutions of higher education to locate in and remain in the Commonwealth and in the City and further the use of Virginia's agricultural products and natural resources, either through the increase of commerce, or through the promotion of safety, health, welfare, convenience or prosperity.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Contribution - Other Entities	\$560,175	\$648,198	\$647,370	\$ 647,260	\$ (110)
Totals	\$560,175	\$648,198	\$647,370	\$ 647,260	\$ (110)

Support of Downtown Danville Association (01-32804)

The Downtown Danville Association (DDA) includes representatives from Downtown merchants, the City of Danville, Downtown property owners, banks, Danville Public Schools, Danville Science Center and the Danville Historical Society. The DDA encourages public/private partnerships, the restoration and revitalization of Downtown Danville, and focuses on economic development, physical design, organization and promotional events.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Contribution - Other Entities	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Totals	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -

Support of West Piedmont Planning (01-34001)

The West Piedmont Planning District promotes the orderly and efficient development of the physical, social, and economic elements of the district by planning, and encouraging, and assisting localities to plan for the future through cooperation with other district localities.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Contribution - Other Entities	\$ 23,680	\$ 23,680	\$ 23,680	\$ 23,680	\$ -
Other Operating Expenses	30	-	200	200	-
Totals	\$ 23,710	\$ 23,680	\$ 23,880	\$ 23,880	\$ -

Support of Metro Planning Organization (01-34002)

The Danville Metropolitan Planning Organization is an entity encouraged by federal legislation whose mandate is to help ensure that current and future expenditures for transportation programs and projects have a basis or foundation in a continuing, cooperative, and comprehensive planning. The MPO develops plans and programs that are subject to approval by federal transportation agencies in order for federal-aid to transportation funding to flow to the region.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Contribution - Other Entities	\$ 8,746	\$ 5,676	\$ 11,950	\$ 11,950	\$ -
Totals	\$ 8,746	\$ 5,676	\$ 11,950	\$ 11,950	\$ -

Description

Employee benefits are paid from this account. This includes health insurance, benefit administration fees, unemployment claims, Line of Duty, and tuition reimbursement.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Employee Benefits	\$9,145,510	\$7,173,590	\$8,601,100	\$ 8,599,300	\$ (1,800)
Purchased Services	8,158	(3,356)	-	1,500	1,500
Totals	\$9,153,668	\$7,170,234	\$8,601,100	\$ 8,600,800	\$ (300)

Description

Employee annual service awards, retiree expenses, and misc. professional health services are paid for with this account. Employees are recognized for years of services in five year increments; traditional recognition is a plaque, gift card, and a departmental activity. Retiree costs include printing and mailing retiree information. Professional health services vary based on departmental need, legal changes, and /or unanticipated events.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Employee Benefits	\$ 255	\$ 264	\$ 1,000	\$ 1,000	\$ -
Purchased Services	6,823	3,752	14,500	14,500	-
Internal Service	223	2,555	-	-	-
Other Operating Exp	-	670	-	-	-
Totals	\$ 7,301	\$ 7,241	\$ 15,500	\$ 15,500	\$ -

Description

Proper onboarding and educational opportunities are necessary to meet legal standards and to increase employee morale and retention. Monies from this account are used for onboarding materials and internal and external training managed by Human Resources.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$ 5,000	\$ 4,650	\$10,000	\$ 10,000	\$ -
Other Operating Expenses	17,171	474	15,000	15,000	-
Totals	\$22,171	\$ 5,124	\$25,000	\$ 25,000	\$ -

Description

The City is opening an employee health and wellness center in the last quarter of FY19. The center is available to all active employees and dependents (over age 6) on the City's health insurance plan. Services include primary and urgent care, common labs, chronic disease management, and health and wellness coaching. The operational costs for FY20 include administration and operational fees, rent for the facility location, and utilities. The budget request is an estimate based on contract rates and assumed utilization of the center for the first year.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$ -	\$ -	\$ -	\$ 550,000	\$ 550,000
Other Operating Expenses	-	-	-	45,000	45,000
Totals	\$ -	\$ -	\$ -	\$ 595,000	\$ 595,000

Description

This activity provides funding for the payment of principal and interest on the City's bonded debt as well as fiscal agent fees.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Debt Service	\$2,454,674	\$2,198,571	\$2,317,850	\$ 2,613,000	\$ 295,150
Totals	\$2,454,674	\$2,198,571	\$2,317,850	\$ 2,613,000	\$ 295,150

Description

This is the cost center for the administration of the City's Employee Retirement System (ERS). The personnel and other administrative costs related to ERS are captured here, then each quarter these costs are charged to the ERS - in effect the ERS reimburses the City.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 38,527	\$ 26,065	\$ 51,190	\$ 52,660	\$ 1,470
Employee Benefits	\$ 5,226	\$ 3,945	\$ 7,840	\$ 8,120	\$ 280
Purchased Services	\$ -	\$ -	\$ 2,000	\$ 3,000	\$ 1,000
Other Operating Expenses	\$ -	\$ -	\$ 29,700	\$ 28,700	\$ (1,000)
Reimbursement	\$ (43,753)	\$ (30,010)	\$ (90,730)	\$ (92,480)	\$ (1,750)
Totals	\$ -	\$ -	\$ -	\$ -	\$ -

Personnel

There is approximately one full-time equivalent allocated to ERS. This is comprised of a 50% allocation of one Human Resource Consultant and 40% of one Accountant from the Accounting Division.

Position Title	FY 2019 FTEs	FY 2020 FTEs
HR CONSULTANT	0.50	0.50
ACCOUNTANT III	0.41	0.41
Total	0.91	0.91

Description

This cost center provides for Pay-for-Performance and retirement contribution increases(decreases) for the General Fund, refunds to the Virginia Tobacco Indemnification and Community Revitalization Commission, Contingency Appropriation, and various other non-department payments as needed. The Pay-for-Performance and retirement contribution increases (decreases) are not distributed to departments until the budget has been adopted and employee evaluations have been completed which does not occur until July 1.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ -	\$ -	\$ (114,390)	\$ (348,910)	\$ (234,520)
Employee Benefits	-	-	894,790	(649,850)	(1,544,640)
Purchased Services	149,783	19,339	-	-	-
Other Operating Expenses	1,361,250	886,250	511,250	200,000	(311,250)
Contingency Appropriation	-	-	300,000	297,270	(2,730)
Totals	\$1,511,033	\$ 905,589	\$1,591,650	\$ (501,490)	\$ (2,093,140)

Transfer to Capital Projects Fund (01-99501)

This activity reflects support of Capital and Special Projects. Funding includes current revenues and transfers from Unreserved Fund Balance. Other projects included in the Capital and Special Projects Plan are funded by reprogrammed funds within the Capital Projects Fund and grant and bonds which are appropriated by a separate ordinance at the time of award or issuance.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Transfer Out	\$ 9,223,325	\$ 9,081,466	\$ 4,775,830	\$ 3,374,930	\$ (1,400,900)
Totals	\$ 9,223,325	\$ 9,081,466	\$ 4,775,830	\$ 3,374,930	\$ (1,400,900)

Transfer to Special Grants Fund (01-99502)

Transfers to Special Grants cover the local required share of grants.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Transfer Out	\$ 1,221,520	\$ 1,295,878	\$ 1,420,000	\$ 1,420,000	\$ -
Totals	\$ 1,221,520	\$ 1,295,878	\$ 1,420,000	\$ 1,420,000	\$ -

Transfer To/Support of Schools (01-99503)

This activity reflects the City' support of Public Schools. The City also provides funding for school debt.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Debt Service	\$ 1,753,344	\$ 1,883,409	\$ 2,038,690	\$ 2,246,680	\$ 207,990
Transfer Out	\$ 17,361,343	\$ 18,896,474	\$ 20,385,570	\$ 22,662,500	\$ 2,276,930
Totals	\$ 19,114,687	\$ 20,779,883	\$ 22,424,260	\$ 24,909,180	\$ 2,484,920

Transfer to Transportation Fund (01-99505)

This activity reflects the City's support for the Transportation Fund.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Transfer Out	\$ 185,160	\$ 230,660	\$ 282,900	\$ 264,630	\$ (18,270)
Totals	\$ 185,160	\$ 230,660	\$ 282,900	\$ 264,630	\$ (18,270)

Transfer to RIFA (01-99507)

The City and Pittsylvania provide operating and debt service for RIFA. This reflects the City portion of that support.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Transfer Out	\$ 519,480	\$ 440,450	\$ 308,690	\$ 372,490	\$ 63,800
Totals	\$ 519,480	\$ 440,450	\$ 308,690	\$ 372,490	\$ 63,800

Transfer to Cemetery Maintenance Fund (01-99510)

For the years the Cemetery Fund's revenue does not covered expenditures, the City Code requires the General Fund to transfer funds to cover the deficit. The Cemetery Fund, has in the past several years, accumulated a small fund balance and when fund balance is adequate to cover any deficit, the General Fund will not have to transfer funds to the Cemetery Fund.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Transfer Out	\$ 33,830	\$ -	\$ -	\$ -	\$ -
Totals	\$ 33,830	\$ -	\$ -	\$ -	\$ -

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project No: City School Improvements

Division: Transfers To/Support Of

Section: N/A

Description:

Capital Improvements to City Schools including replacements of roofs, boilers, elevators, hand/guard rails, bathroom fixtures, carpet, chiller/compressors; installation of gutters, water mains, playground equipment; upgrades to drinking fountains; addition of classrooms

Justification:

Many of the Public have major capital and maintenance needs.

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
To Be Determined		-	2,000,000	2,000,000	2,000,000	2,000,000	8,000,000
Bonds		2,000,000	-	-	-	-	2,000,000
Total Funding Sources		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000

Goals/Milestones:

FY 2020	To Be Determined
FY 2021	To Be Determined
FY 2022	To Be Determined
FY 2023	To Be Determined
FY 2024	To Be Determined

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project No: GWHS IT & Robotics Academy

Division: Transfers To/Support Of
Section: N/A

Description:

This project provides for the renovation of space at George Washington High School for a Robotics and Cyber Security Academy

Justification:

Comments:

N/A

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Bonds	1,364,102	-	-	-	-	1,364,102
Total Funding Sources	1,364,102	-	-	-	-	1,364,102

Goals/Milestones:

FY 2020	Renovations
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2019 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Northside Lifesaving Station

Department: Non-Departmental

Project No:

Division: N/A

Section: N/A

Description:

To better accommodate volunteers and staff, a sleeping facility, an adequate break area and restrooms need to be added to the facility. There also needs to be an additional bay constructed to store the heavy duty rescue truck. Due to an increase in calls, the rescue truck was moved to the Danville Area Training Center so that three additional medical transports could be stored at the Northside Station.

Justification:

We consider this remodel to be an immediate need to assist in maintaining the level of services provided to the City. We are concerned that we will not be able to retain our personnel if there is not adequate place to sleep or a good work area.

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Bond Funding		260,000	-	-	-	-	260,000
Total Funding Sources		260,000	-	-	-	-	260,000

Goals/Milestones:

FY 2019	Consturction
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

FY 2019 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Misc River District Improvements

Department: Non-Departmental

Project No:

Division: N/A

Section: N/A

Description:

The River District is a top priority for the City. This is evidenced by the support of projects like the River District Master Plan, the Main Street Improvements, demolition of the Downtowner, the River District Purchase Plan, and the private investments taking place in the area. There is positive momentum in the River District.

Justification:

This project will seek to enhance and complement these efforts with appropriate amenities. Just like the purchase plan, the goal is to foster and catalyze private investment in the River District, which will ultimately enhance the quality of life for current residents and attract visitors to our community.

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		-	200,000	-	-	-	200,000
Total Funding Sources		-	200,000	-	-	-	200,000

Goals/Milestones:

FY 2020	N/A
FY 2021	Projects as determined
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

Description

The Transportation Services Departments oversees the security contract of the Amtrak facility at the Crossing at the Dan, including the Amtrak Lobby, all buildings of the Danville Science Center, Passenger Loading Platforms, the grounds and pedestrian bridge, the Community Market, Pepsi Building, and other facilities at the complex. This provides a uniformed, unarmed security officer for the hours between 11pm and 7am, seven days a week. Amtrak and the Commonwealth of Virginia on behalf of the Danville Science Center provide a partial reimbursement to the City for their share of the service. Contractual expenses can vary annually based on overtime incurred associated with Amtrak arrival times.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$ 35,262	\$ 41,011	\$ 39,000	\$ 41,000	\$ 2,000
Totals	\$ 35,262	\$ 41,011	\$ 39,000	\$ 41,000	\$ 2,000

Description

The Transportation Services Department aims to facilitate safe, reliable, convenient and economical operations that support general aviation and business aviation activity. The Airport Division supports the provision of safe, reliable operations and the advancement of the airport to stimulate aviation interest and development opportunities. Transportation services staff man the operations advisory tower and provide weather and traffic advisories to support airport operations. The Department is charged with ensuring operations are in compliance with federal and state regulations and developing service and facilities that support customer interests. Department personnel oversee building and grounds responsibilities for airport facilities which include the airport terminal, hangars and the airfield of the Danville Regional Airport.

Revenues/Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rental Income	\$ 125,163	\$ 125,310	\$ 138,500	\$ 145,000	\$ 6,500
Recoveries & Rebates	8,256	7,200	7,200	4,800	(2,400)
Totals	133,419	132,510	145,700	149,800	4,100
Expenditures:					
Personnel Services	\$ 282,988	\$ 279,451	\$ 264,670	\$ 269,260	\$ 4,590
Employee Benefits	34,105	34,912	34,190	35,250	1,060
Purchased Services	100,792	96,048	73,570	96,660	23,090
Internal Service	128,296	140,668	127,020	141,210	14,190
Other Operating Expenses	65,295	56,507	60,820	62,170	1,350
Capital Outlay	-	-	3,000	7,000	4,000
Totals	\$ 611,476	\$ 607,586	\$ 563,270	\$ 611,550	\$ 48,280
Net Cost to City	\$ 478,057	\$ 475,076	\$ 417,570	\$ 461,750	\$ 44,180

Personnel

Ten percent of the salaries and wages for three airport personnel is applied to the mass transit fund. These personnel assist with building and grounds activities for mass transit and aid in the transportation of vehicles to outside repair facilities.

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR ADMINISTRATIVE ASSISTNT	0.43	0.43
AIRPORT MNTNC/SECURITY TCH I	3.96	3.96
AIRPORT MAINTEN/SECURTY TCH II	0.90	0.90
TRANSPORTATION BLD & GRDS SUPT	0.90	0.90
DIR OF TRANSPORTATION SRVCS	0.50	0.50
Total	6.69	6.69

GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Transportation Services							
Primary Runway Underdrain and pavement crack repair		288,893	-	-	-	-	\$ 288,893
Terminal Apron Rehab - Design and Construction (Federal and State)		3,626,055	-	-	-	-	\$ 3,626,055
Terminal Apron Rehab-State		126,149	-	-	-	-	\$ 126,149
Taxiway H Widening & Ramp to Support Two 70 x 70 Hangars Construction		-	849,360				\$ 849,360
70 x 70 Hangar Design & Construction		-	-	897,000	-	-	\$ 897,000
Site Prep Design & Site Prep Construction for 80' x 80' Hangar		-	-	47,278	267,907	-	\$ 315,185
65 x 60 Hangar Design & Construction		-	-	-	-	357,475	\$ 357,475
Transportation Services Total		\$ 4,041,097	\$ 849,360	\$ 944,278	\$ 267,907	\$ 357,475	\$ 6,460,117

**GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i><u>Transportation Services</u></i>						
Terminal Apron Rehab (State & Federal)				\$ 3,572,164	\$ 53,891 (1)	\$ 3,626,055
Terminal Apron Rehab (State Only)				107,718	18,431 (1)	126,149
Primary Runway Underdrain/Pavement Crack Repair				105,011	183,882 (1)	288,893
Total Transportation Services	\$ -	\$ -	\$ -	\$ 3,784,893	\$ 256,204	\$ 4,041,097

(1) Reprogrammed Funds

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Primary Runway Underdrain and Pavement Crack Repair
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

Complete underdrain work and crack repair work along the primary runway due to drainage issues in certain area and pavement deterioration.

Justification:

Complete repair work as needed to maintain structural integrity of the primary runway.

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Reprogrammed Funds		183,882	-	-	-	-	183,882
State Grants		105,011	-	-	-	-	105,011
Total Funding Sources		288,893	-	-	-	-	288,893

Goals/Milestones:

FY 2020	Complete rehabilitation of the primary runway
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Terminal Apron Rehab-Design & Construction (State & Fed)
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

The intent of this project is to rehabilitate portions of the existing apron pavement, reconstruction of the tie-down area of the apron pavement, and develop new pavement in the existing grass inland to accommodate tie-down area requirements.

Justification:

The apron area in front of the terminal building and hangars was identified as fair to very poor in the Virginia Department of Aviation's Pavement Management updated report, dated October 2015. The existing bituminous pavement surface shows signs of oxidation and typical aging.

Comments:

The purpose of this project is to rehabilitate the terminal apron which is in poor condition and the adjacent tie-down area for parking up to 32 aircraft, which is approximately 71,000 square feet and in very poor condition.

Funding	Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Federal Grants	-	3,280,559	-	-	-	-	3,280,559
State Grants	-	291,605	-	-	-	-	291,605
General Fund Revenues	19,010	-	-	-	-	-	19,010
Reprogrammed Funds	-	53,891	-	-	-	-	A
Total Funding Sources	19,010	3,626,055	-	-	-	-	3,591,174

Goals/Milestones:

FY 2020	Complete rehabilitation of the terminal ramp area
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Terminal Apron Rehab-Design & Construction (State)
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

The intent of this project is to rehabilitate certain sections of the existing ramp apron area located adjacent to existing hangars that can be used to park aircraft, which is not eligible for federal funding. As a result, these areas of the terminal apron must be rehabilitated using state and local funds.

Justification:

The ramp area in front of the existing hangars was shown as in fair to very poor condition as identified in the Virginia Department of Aviation's Pavement Management updated report, dated October 2015. The existing bituminous pavement surface shows signs of oxidation and typical aging.

Comments:

Funding	Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
State Grants		107,718	-	-	-	-	107,718
General Fund Revenues	8,498	-	-	-	-	-	8,498
Reprogrammed Funds		18,431	-	-	-	-	18,431
Total Funding Sources	8,498	126,149	-	-	-	-	134,647

Goals/Milestones:

FY 2020	Complete rehabilitation of ramp area in front of existing hangars.
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Taxiway H Widening and Ramp to Support Two 70' x 70' Hangars
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

The existing Airport Layout Plan shows hangar development south of Taxiway H and west of Taxiway A. This project will develop the site for future hangar construction and widen Taxiway H to support jet aircraft operations. In order to meet FAA design standards for larger aircraft the Taxiway center-line needs to be shifted to the south and the taxiway widened approximately 25 feet. The existing Airport Layout Plan shows hangar development south of Taxiway H and west of Taxiway A. This project will develop the site for future hangar construction and widen Taxiway H to support jet aircraft operations. In order to meet FAA design standards for larger aircraft the Taxiway center-line needs to be shifted to the south and the taxiway widened approximately 25 feet.

Justification:

Presently, all hangars located at the Danville Regional Airport are leased and additional hangar space is needed to meet demand. A number of aircraft owners are included on a waiting list. The proposed hangar space could be used as a shared use facility or a multi-use facility for commercial activities such as aircraft maintenance.

Comments:

The Airport Commission recommended this project as a high priority project at the November 2018 Airport Commission meeting to facilitate development.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
State Grants	-	129,580	-	-	-	129,580
Federal Grants	-	687,384	-	-	-	687,384
General Fund Revenues	-	32,396	-	-	-	32,396
Total Funding Sources	-	849,360	-	-	-	849,360

Goals/Milestones:

FY 2020	N/A
FY 2021	Develop infrastructure to support a multi-use facility for commercial and non-commercial activities.
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: 70' x 70' Box Hangar Design & Construction
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

Funding is requested to construct a corporate, box hangar that could accommodate various sized aircraft.

Justification:

Presently, all hangars located at the Danville Regional Airport are leased and additional hangar space is needed to meet demand. A number of aircraft owners are included on a waiting list. The proposed hangar space could be used as a shared use facility or a multi-use facility for commercial activities such as aircraft maintenance.

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Bonds		-	-	897,000	-	-	897,000
Total Funding Sources		-	-	897,000	-	-	897,000

Goals/Milestones:

FY 2020	N/A
FY 2021	N/A
FY 2022	Construct a 70' x 70' hangar
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Site Prep Design and Site prep Construction for 65' x 60'
 Hangar
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

Planned airport facility improvements call for the construction of a new hangar to support prospective demand for aircraft storage. This project would involve site prep design activities that would be completed during FY2022 and site prep construction activities that would be completed during FY2023.

Justification:

The purpose of this project is to develop a new hangar that could support possible demand for aircraft storage

Comments:

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
State Grants	-	-	37,822	214,326	-	252,148
General Fund Revenues	-	-	9,456	53,581	-	63,037
Reprogrammed Funds	-	-	-	-	-	-
Total Funding Sources	-	-	47,278	267,907	-	315,185

Goals/Milestones:

FY 2020	N/A
FY 2021	N/A
FY 2022	Complete site prep design services for a new hangar.
FY 2023	Complete site prep construction activities for new hangar
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: 65' x 60' Hangar Design and Construction
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

Planned airport facility improvements call for the construction of a new hangar to support prospective demand for aircraft storage.

Justification:

The purpose of this project is to construct a new hangar to support demand for aircraft storage.

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
General Fund Revenues		-	-	-	-	357,475	357,475
Total Funding Sources		-	-	-	-	357,475	357,475

Goals/Milestones:

FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	Construct a new hangar to support demand for aircraft storage.

Adopted Budget - FY 2020

VDOT Special Revenue

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
License, Permits, Privilege	1,630	830
Rev-Use Money/Property	38,000	43,220
Cat Aid State	10,985,230	11,329,440
Total Estimated Revenue	11,024,860	11,373,490
Operating Expenses		
Public Safety	1,276,010	960,350
Public Works & Transportation	9,748,850	10,413,140
Total Operating Expenses	11,024,860	11,373,490
Net Operating Income (Loss)	0	0
Add:		
Depreciation	0	0
Deduct:		
Debt Service Principal	0	0
Capital Expenditures from Current Operating Funds	0	0
Calculation of Contribution to(from) Fund Balance/General Fund	(0)	(0)

The primary revenue source for the VDOT Fund is Categorical State Aid for Street & Highway Maintenance.

Other revenue sources include:

LICENSE, PERMITS, AND FEES: This group of revenues includes permits for excavation, curb cut permits for driveway entrances, storm water permits, and block party road closure permits.

REVENUE FROM USE OF MONEY AND PROPERTY: All of the City's funds are invested in secured accounts in an attempt to earn the highest possible return. Investment earnings are a function of the money marketplace and swings in the revenues reflect higher or lower interest rates.

MISC. REVENUES: This group of revenues are unanticipated reimbursements from special projects.

Revenues

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
License, Permits & Privelege	\$ 1,261	\$ 1,558	\$ 1,630	\$ 830	\$ (800)
Revenue-Use of Money & Property	41,322	43,382	38,000	43,220	5,220
Misc Revenues	296	23,568	-	-	-
Categorial Aid	10,678,739	10,717,411	10,985,230	11,329,440	344,210
Totals	\$ 10,721,618	\$ 10,785,919	\$ 11,024,860	\$ 11,373,490	\$ 348,630

Description

The VDOT Fund Engineering staff provides support to contractors, developers, and other city departments consistent with codes and ordinances, VDOT regulations, erosion control measures, stormwater practices related to projects for and by the City. Surveying and design of many capital projects are done in-house. These projects include sanitary sewer, storm sewer, pedestrian access, transportation, and street right-of-way maintenance projects.

VDOT Engineering issues and manages Excavation Permits, Curb Cut Permits, Storm Drain Permits, Land Disturbance Permits, and coordinates right-of-way vacate requests. Engineering staff works closely with VDOT Local Assistance with regards to local transportation projects that are state and federally funded.

Engineering staff manages project consultants with regards to engineering studies, designs, right-of-way acquisitions, construction, and inspections. Staff prepare and submit applications to VDOT for various funding programs; Resolutions and Ordinances to City Council; and reports to various state agencies as required.

The Traffic Control section within the Engineering Division maintains all traffic control devices throughout the City including signs, traffic signals, and pavement markings.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 741,186	\$ 758,954	\$ 926,870	\$ 853,470	\$ (73,400)
Employee Benefits	110,135	119,430	148,980	129,360	(19,620)
Purchased Services	50,410	38,537	17,380	16,480	(900)
Internal Service	201,993	198,778	198,670	196,690	(1,980)
Other Operating Exp	95,536	116,436	123,330	128,920	5,590
Capital Outlay	258,675	133,530	552,630	221,850	(330,780)
Totals	\$1,457,935	\$1,365,665	\$1,967,860	\$ 1,546,770	\$ (421,090)

Personnel

Personnel in Public Works Engineering Division are allocated to the General Fund, VDOT Fund, Sewer Maintenance, and Capital Projects.

Engineering staff is funded primarily from the General Fund, Capital Improvement Projects, and VDOT State Highway Maintenance Funds. The majority of projects are funded by the Capital Improvements Program and/or federal and state funding provided from special grant projects.

Position Title	FY 2019 FTEs	FY 2020 FTEs
PUBLIC SERVICE WORKER/OPERATOR	1.00	1.00
MOTOR EQUIPMENT OPERATOR II	3.00	3.00
SIGN TECHNICIAN	1.00	1.00
TRAFFIC SIGNAL TECHNICIAN	1.00	1.00
SR TRAFFIC SIGNAL TECHNICIAN	1.00	1.00
TRAFFIC CONTROL CREW SUPERVISOR	1.00	1.00
TRAFFIC CONTROL SUPERINTENDENT	1.00	1.00
CONSTRUCTION INSPECTOR	2.00	2.00
CONSTRUCTION INSPECTORS SUPERVISOR	1.00	
SR GIS/CAD ENGINEERING TECHNICIAN	0.50	0.50
PUBLIC WORKS PROJECT ENGINEER	2.50	2.00
PUBLIC WORKS CHIEF ENGINEER	1.50	2.00
PW PROJECT MANAGER	0.50	0.50
ASST DIR OF PUBLIC WORKS/CITY ENG	0.50	0.50
	17.50	16.50

Description

The Street Maintenance staff provides maintenance of 732 lane miles of streets and roads throughout the City of Danville in accordance with mandates of the Virginia Department of Transportation (VDOT). Streets Division manages VDOT facilities such as sidewalks, curbs, gutters, traffic control, striping, street lighting and landscaping in the right-of-way. As a preventative measure, storm drains are cleared, inspected, and repaired as needed. Street sweeping is done 24 hours per day, five days per week. All street maintenance staff are subject to standby alert, assigned to snow removal, and any other emergency or storm related event. Typically there is at least one major bridge repair project done each year through the use of a design consultant and contractors. Annual contracts for activities such as resurfacing, guardrail, cobblestone, landscaping, and bridge washing are awarded.

Expenditures

The Streets Division receives funding from State Highway Maintenance Funds (VDOT Special Revenue Fund 15) for the maintenance of primary, collector, and residential streets.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 1,666,169	\$ 1,741,056	\$ 1,816,250	\$ 1,990,530	\$ 174,280
Employee Benefits	264,094	288,273	340,120	298,490	(41,630)
Purchased Services	4,277,457	5,218,413	3,773,100	3,977,110	204,010
Internal Service	1,903,013	2,462,744	2,383,290	2,861,490	478,200
Other Operating Exp	432,784	400,388	589,340	579,460	(9,880)
Capital Outlay	172,628	89,056	72,760	32,500	(40,260)
Debt Service	75,233	81,695	82,140	87,140	5,000
Totals	\$8,791,378	\$ 10,281,625	\$9,057,000	\$ 9,826,720	\$ 769,720

Personnel

Personnel in Streets Division are split among General Fund, VDOT, and Sewer Maintenance.

Position Title	FY 2019 FTEs	FY 2020 FTEs
WORK PROGRAM COORDINATOR	0.25	1.00
TRAINING & SAFETY MANAGER	0.79	0.78
PUBLIC SERVICE WORKER/OPERATOR	11.66	18.82
GROUNDSKEEPER	2.64	2.64
MOTOR EQUIPMENT OPERATOR I	9.60	6.25
MOTOR EQUIPMENT OPERATOR II	13.75	11.25
MOTOR EQUIPMENT OPERATOR III	2.37	3.10
CREW SUPERVISOR	1.51	3.15
GENERAL SUPERVISOR	2.40	2.37
CODE ENFORCEMENT INSPECTOR	1.00	1.00
DIVISION DIRECTOR OF STREETS	0.79	0.78
SENIOR SECRETARY	0.30	0.30
ADMINISTRATIVE ASSISTANT	0.30	0.30
SR ADMINISTRATIVE ASSISTANT	0.30	0.30
ACCOUNT CLERK	0.90	0.90
SENIOR ACCOUNT CLERK	0.30	0.30
DIVISION DIR OF SANITATION	0.20	0.20
	49.06	53.41

Adopted Budget - FY 2020

Insurance Fund

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
Rev-Use Money/Property	51,500	58,860
Charges for Services	3,600,100	3,301,340
Total Estimated Revenue	3,651,600	3,360,200
Operating Expenses		
Workers Comp-Claims & Ser	2,083,000	1,733,000
Insurance Claims & Ser	1,517,100	1,568,340
Total Operating Expenses	3,600,100	3,301,340
Net Operating Income (Loss)	51,500	58,860
Add:		
Depreciation	0	0
Deduct:		
Debt Service Principal	0	0
Capital Expenditures from Current Operating Funds	0	0
Calculation of Contribution to(from) Fund Balance/General Fund	51,500	58,860

This fund has two major revenue categories:

Revenue –Use of Money/Property: All of the City’s funds are invested in secured accounts in an attempt to earn the highest possible return. Investments earnings are a function of the money marketplace and swings in the revenues reflect higher or lower interest rates.

Charges For Services: This revenue represents the premiums or claims that are charged to the various departments and functional areas of the City. In turn, this revenue is used to pay the contracted premiums to the City’s insurance providers, deductibles, and claims for self-insured items.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rev-Use of Money & Property	\$ 59,034	\$ 47,774	\$ 51,500	\$ 58,860	\$ 7,360
Charges for Services	\$ 2,723,364	\$ 2,256,649	\$ 3,600,100	\$ 3,301,340	\$ (298,760)
Transfers In	-	228,673	-	-	-
Totals	\$ 2,782,398	\$ 2,533,096	\$ 3,651,600	\$ 3,360,200	\$ (291,400)

Description

The Insurance Internal Service fund was established in order to provide overall management of the City's insurance program. The fund includes all of the City's insurance coverage with the exception of group health and life insurance, which are included in the General Fund budget. The cost of the insurance program is allocated to the various funds based upon the estimated cost of the applicable coverage provided. The insurance program includes the following major coverage with certain limitations on each coverage:

1. Property Insurance: all risk coverage with the City self-insuring the first \$10,000
2. Boiler and Machinery: all risk coverage with the City self-insuring the first \$5,000
3. Fleet Insurance: Liability
4. Fleet Insurance: Comprehensive and Collision – only for vehicles exceeding \$100,000 in cost (\$5,000 deductible)
5. Comprehensive General Liability
6. Public Officials/Law Enforcement Liability
7. Bodily Injury and Property Damage: Airport
8. Fiduciary Liability: Employee's Retirement System
9. Employee's Security Bonds
10. Worker's Compensation: Fully Self Insured

The City contracts with a claims handling agency to handle worker's compensation claims. The City's fleet insurance, comprehensive general liability and public officials/law enforcement are covered through the Virginia Municipal League Liability Pool. Other coverages are with private carriers.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Employee Benefits	\$1,574,748	\$1,074,171	\$2,083,000	\$ 1,733,000	\$ (350,000)
Other Operating Exp	1,148,615	1,182,479	1,517,100	1,568,340	51,240
Transfer Out	1,500,000	-	-	-	-
Totals	\$4,223,363	\$2,256,650	\$3,600,100	\$ 3,301,340	\$ (298,760)

Adopted Budget - FY 2020

Central Services

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
Charges for Services	317,710	257,400
Total Estimated Revenue	317,710	257,400
Operating Expenses		
Printing	130,830	102,650
Mailing	175,360	196,370
Storeroom & General	11,520	18,550
Total Operating Expenses	317,710	317,570
Net Operating Income (Loss)	0	-60,170
Add:		
Depreciation	11,150	14,450
Deduct:		
Debt Service Principal	0	0
Capital Expenditures from Current Operating Funds	16,500	35,000
Calculation of Contribution to(from) Fund Balance/General Fund	(5,350)	(80,720)

This Internal Service Fund derives most of its revenues from three major revenue sources. **Printing:** This revenue source represents printing charges – composition, layout, offset printing, and binding – to produce reports, brochures, forms, and stationery for City departments and the School Board. **Material/Supply Sales:** This revenue source reflects sales from a 2,000 item office supplies inventory maintained at the Print Shop. Although the Print Shop purchases in bulk to reduce costs, this trend is downward due to strong competition from mail-order companies and wholesale chains such as OfficeMax. **Postage:** This revenue source reflects cost recovery for running and distributing US and interoffice mail.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Printing	\$ 50,006	\$ 47,942	\$ 87,710	\$ 49,000	\$ (38,710)
Materials & Supplies	20,480	20,235	20,000	20,400	400
Postage	185,267	177,704	210,000	188,000	(22,000)
Totals	\$255,753	\$245,881	\$317,710	\$ 257,400	\$ (60,310)

Description

Central Services, or the “Print Shop” as it is better known, provides printing services including letterhead, envelopes, booklets, flyers and receipt books and the acquisition of office supplies (including bulk purchases of paper) to all City Departments and the School Board more efficiently and at less cost than outside vendors. When print jobs exceed the capabilities of the Print Shop’s equipment, they are outsourced at a reduced cost. This division also operates the central mailroom and delivers interoffice mail throughout the City.

Envisioned as a self-supporting operation, Central Services receives only limited support directly from the General Fund (none has been required during the last decade). The Print Shop is located in the basement of the City Armory at the corner of Spring Street and Floyd Street.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 91,696	\$ 84,891	\$106,380	\$ 102,440	\$ (3,940)
Employee Benefits	12,751	12,470	15,930	15,740	(190)
Purchased Services	12,870	13,002	19,600	19,600	-
Internal Service	11,527	12,425	7,020	7,660	640
Other Operating Expenses	137,755	143,607	157,630	157,680	50
Capital Outlay	-	32,500	16,500	35,000	18,500
Depreciation	5,101	8,118	11,150	14,450	3,300
Totals	\$271,700	\$307,013	\$334,210	\$ 352,570	\$ 18,360

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
PRINT SHOP SUPERVISOR	0.90	0.90
SENIOR PRINTER	1.00	
PRINTER	1.00	2.00
Total	2.90	2.90

Adopted Budget - FY 2020
 Motorized Equipment
Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
Rev-Use Money/Property	3,159,360	3,135,990
Charges for Services	277,080	272,220
Total Estimated Revenue	3,436,440	3,408,210
Operating Expenses		
Motorized Equipment	3,303,740	3,316,680
Communications	122,190	127,400
Total Operating Expenses	3,425,930	3,444,080
Net Operating Income (Loss)	10,510	-35,870
Add:		
Depreciation	790,100	831,750
Deduct:		
Debt Service Principal	3,110	3,280
Capital Expenditures from Current Operating Funds	864,100	920,750
Calculation of Contribution to(from) Fund Balance/General Fund	(66,600)	(128,150)

Revenues in the Motorized Equipment Fund are in two major categories:

REVENUE – USE OF MONEY/PROPERTY: This revenue includes rental income from vehicles and equipment on a monthly or hourly basis. It also includes auction sales of vehicles and equipment on govdeals.com. Tower leases are a source of revenue for the Communications Section of Motorized Equipment.

CHARGES FOR SERVICES: This revenue includes rental of portable/mobile radios, base stations, repeaters, and related equipment that provides for the maintenance of the communication system. Analog telephone lines are maintained by a monthly service charge. DRHA fuel use is billed to the Danville Redevelopment Housing Authority.

Revenues

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Revenue from Use Money or Property	\$2,770,231	\$2,485,247	\$3,159,360	\$ 3,135,990	\$ (23,370)
Charges for Services	254,958	264,712	277,080	272,220	(4,860)
Totals	\$3,025,189	\$2,749,959	\$3,436,440	\$ 3,408,210	\$ (28,230)

Description

The Communications Section of the Motorized Equipment Fund provides for installation and maintenance of radios, communication tower sites, FCC license compliance, and the remaining analog telephones for all departments. The Communication Manager oversees the upgrades required by the FCC and supports the IT Department with field repairs to equipment installed in city vehicles including Police and Fire Departments.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 65,045	\$ 66,989	\$ 66,840	\$ 69,010	\$ 2,170
Employee Benefits	9,235	10,190	10,240	10,640	400
Purchased Services	12,769	12,615	22,860	21,890	(970)
Internal Service	6,945	6,292	5,810	6,710	900
Other Operating Exp	15,858	15,773	16,440	19,150	2,710
Capital Outlay	228,312	330,634	167,000	196,000	29,000
Depreciation	-	-	58,100	85,750	27,650
Totals	\$ 338,164	\$ 442,493	\$ 347,290	\$ 409,150	\$ 61,860

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
COMMUNICATIONS SYSTEMS MANAGER	1.00	1.00
Total	1.00	1.00

Accomplishments

Converted the last tower sites from analog to digital reception.

Completed replacement of all analog radios with digital radios.

Description

The Motorized Equipment Operations Section of the Motorized Equipment Special Internal Fund provides operational support, repairs, and maintenance for vehicles and equipment rented on a monthly or hourly basis. Rental Rates provide for maintenance, insurance, operation costs, and capital purchases for the rental fee. In addition, the Motorized Equipment staff provides repairs and maintenance for the Police, Fire, and Utility fleets which are charged directly to each division's vehicles for a city-wide total of 883 vehicles and equipment.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 610,645	\$ 604,396	\$ 751,770	\$ 788,500	\$ 36,730
Employee Benefits	84,371	93,585	110,300	119,710	9,410
Purchased Services	830,567	835,719	681,610	682,790	1,180
Internal Service	120,596	129,358	123,730	118,170	(5,560)
Other Operating Exp	749,093	598,248	766,670	719,900	(46,770)
Capital Outlay	93,895	11,346	35,000	35,000	-
Depreciation	655,917	742,315	732,000	746,000	14,000
Debt Service	753	604	440	260	(180)
Totals	\$3,145,837	\$3,015,571	\$3,201,520	\$ 3,210,330	\$ 8,810

Personnel

Garage personnel work two shifts, from 6:30 AM to 3:00 PM and from 3:00 PM to 11:30 PM, to provide a high quality service.

Position Title	FY 2019 FTEs	FY 2020 FTEs
AUTOMOTIVE EQUIPMENT MECH I	3.00	2.00
AUTOMOTIVE EQUIPMENT MECH II	5.00	6.00
TRANSIT MECHANIC	1.00	1.00
WELDER	2.00	2.00
AUTOMOTIVE EQUIPMENT MECH III	4.00	4.00
AUTOMOTIVE SERVICE TECHNICIAN	1.00	1.00
EQUIPMENT MAINT SUPERVISOR	2.00	2.00
Total	18.00	18.00

Accomplishments

DCC students are hired to fill vacancies during the school year and paid with temporary funds. Some students have graduated and been retained for full-time employment.

Two rearloader bodies and one roll-off truck body were moved to new chassis saving the cost of replacement bodies.

Description

This activity provides funding for principal payments on bonded debt.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Debt Service	\$ 2,806	\$ 2,943	\$ 3,110	\$ 3,280	\$ 170
Totals	\$ 2,806	\$ 2,943	\$ 3,110	\$ 3,280	\$ 170

Description

Funding for the capital purchase of replacement of rental fleet vehicles and equipment in the Motorized Equipment Special Revenue Fund, is provided by the rental rates paid by the users. Rental Rates provide for maintenance, insurance, operation costs, and capital purchases for the rental fleet.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Capital Outlay	\$599,347	\$544,532	\$600,000	\$ 600,000	\$ -
Debt Service	2,806	38,994	39,000	39,000	-
Totals	\$602,153	\$583,526	\$639,000	\$ 639,000	\$ -

Accomplishments

When new vehicles are purchased, the existing body (when practical), is moved to the new vehicle to save funds.

Description

The Warehouse Section of the Motorized Equipment Internal Service Fund is responsible for purchasing and dispensing repair parts for vehicles and equipment. It also serves as a distribution center for general supplies. Materials such as custodial supplies, grass seed, cement, rakes, shovels, gloves, refuse carts, and PPE are standard stock items and are available to any department in the City.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ -	\$ 62,483	\$ 61,960	\$ 63,290	\$ 1,330
Employee Benefits	-	9,047	9,290	9,560	270
Purchased Services	-	3,899	2,470	2,690	220
Internal Service	-	21,913	22,740	23,700	960
Other Operating Exp	-	14,403	5,760	7,110	1,350
Totals	\$ -	\$111,745	\$102,220	\$ 106,350	\$ 4,130

Position Notes

Position Title	FY 2019 FTEs	FY 2020 FTEs
PW WAREHOUSE CLERK	2.00	2.00
Total	2.00	2.00

Adopted Budget - FY 2020

Transportation

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
Rev-Use Money/Property	16,000	16,000
Charges for Services	391,000	353,600
Miscellaneous Revenue	4,800	4,800
Non-Revenue Receipts	379,730	471,980
Cat Aid State	548,930	632,200
Cat Aid Federal	1,688,750	1,836,000
Total Estimated Revenue	3,029,210	3,314,580
Operating Expenses		
Mass Transit Services	3,196,190	3,488,680
Total Operating Expenses	3,196,190	3,488,680
Net Operating Income (Loss)	-166,980	-174,100
Add:		
Depreciation	653,000	690,000
Deduct:		
Debt Service Principal	100	110
Capital Expenditures from Current Operating Funds	768,820	780,420
Calculation of Contribution to(from) Fund Balance/General Fund	(282,900)	(264,630)

REVENUE – USE OF MONEY/PROPERTY: This revenue provides for Interest on Investments and Rental Income. **CHARGES FOR SERVICES:** This revenue source is generated from the \$1 base fare and half fare for fixed route service, \$2 one-way trip fare for the Handivan service and \$4 one-way trip fare for the Reserve-a-Ride service. **NON-REVENUE RECEIPTS:** This is a contra-revenue which represents the cost allocation for administrative services. Since the Transportation Fund requires a General Fund subsidy, the allocation of administrative expenses are budgeted both as a revenue and as an expenditure. This provides a method to report and receive state and federal operating aid for these expenditures. **CATEGORIAL AID STATE:** This revenue stream represent the state share of operating and capital expenses for the transit system. **CATEGORIAL AID FEDERAL:** This revenue stream represent the federal share of operating and capital expenses for the transit system. **TRANSFER IN FROM GENERAL FUND:** This revenue reflects the differential between cash fares, federal and state aid for the operation of the mass transit system. **OTHER:** This revenue includes advertising revenues and gain on disposal of property.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Revenue Use Money & Property	\$ 19,792	\$ 15,460	\$ 16,000	\$ 16,000	\$ -
Charges for Services	322,902	364,247	391,000	353,600	(37,400)
Misc Revenue	(12,838)	(9,948)	4,800	4,800	-
Non-Revenue Receipts	238,170	259,350	379,730	471,980	92,250
Cat Aid State	477,295	433,110	523,960	632,200	108,240
Cat Aid Federal	1,083,922	609,543	1,688,750	1,836,000	147,250
Transfer In	173,624	230,660	307,870	264,630	(43,240)
Totals	\$ 2,302,867	\$ 1,902,422	\$ 3,312,110	\$ 3,579,210	\$ 267,100

Description

For FY2020, Danville Transit intends to make application for federal and state capital aid to replace five vehicles used in reservation-based operations that will maintain a bi-fuel propane powered fuel system. Two buses would support 20 passenger seating and three vehicles would support 14 passenger seating. In addition, funding is requested to complete upgrades for the propane refueling station located at 522 Spring Street. Related modifications would include installing an additional fuel dispenser unit to support efficient fueling operations, a canopy to protect drivers while fueling vehicles and establishing a link to the city's fuel management system. Also, funding is requested to establish an automated phone system to support customer service inquiries and to replace twenty-five tablets that are used in conjunction with the transit system's automated scheduling software and mobile dispatch functions.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ -	\$ 8,439	\$ -	\$ -	
Purchased Services	52,011	91,475	155,820	203,000	47,180
Internal Services	-	1,443	-	-	
Other Operating Exp	15,545	11,467	-	-	-
Capital Outlay	381,012	588,857	613,000	577,420	(35,580)
Totals	\$448,568	\$701,681	\$768,820	\$ 780,420	\$ 11,600

Description

The Danville Transit System strives to provide safe, reliable, courteous public transportation through its fixed route and reservation based operations. During FY18 service was expanded to include new commercial development such as Lidl and Danville Centra Medical Facility, a downtown circulator within the River District and Averett University's main and north campus locations. During FY19 a new vehicle tracking locator system was made available for public use and smaller buses that do not require a Commercial Driver's License were placed in reservation based operations to offset driver shortages.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$1,002,754	\$1,082,977	\$1,079,380	\$ 1,166,100	\$ 86,720
Employee Benefits	132,801	161,486	168,730	201,550	32,820
Purchased Services	207,324	201,585	234,600	252,230	17,630
Internal Service	87,459	119,331	142,210	131,190	(11,020)
Other Operating Exp	258,273	295,473	284,350	318,180	33,830
Cost Allocation	238,170	259,350	379,730	471,980	92,250
Depreciation	479,010	582,681	653,000	690,000	37,000
Debt Service	23	19	20	10	(10)
Totals	\$2,405,814	\$2,702,902	\$2,942,020	\$ 3,231,240	\$ 289,220

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR ADMINISTRATIVE ASSISTANT	0.57	0.57
AIRPORT MNTNC/SECURITY TCH I	0.10	0.10
AIRPORT MAINTEN/SECURITY TCH II	0.10	0.10
TRANSPORTATION BLD & GRDS SUPT	0.10	0.10
ACCOUNT CLERK	1.00	1.00
GRANTS SPECIALIST		0.70
SENIOR ACCOUNT CLERK	1.00	1.00
TRANSIT DRIVER II	30.24	30.00
TRANSPORTATION DISPATCHER	1.00	1.00
TRANSPORTATION SUPERVISOR	2.00	2.00
DIVISION DIR OF TRANS SERV	1.00	1.00
DIR OF TRANSPORTATION SRVCS	0.50	0.50
Total	37.61	38.07

Airport staff assist with mass transit grounds keeping duties such as maintaining bus shelters and bus stops, transporting vehicles to outside contractors for scheduled and unscheduled maintenance activities and completing bank deposits. The budget identifies that 10% of staff's time is dedicated to support these activities.

Salary for the Director of Transportation Services is allocated 50% to Airport operations in the General Fund. Also, Transit Drivers are used in the Expanded Paratransit operation.

Accomplishments

During FY19, Danville Transit took delivery of three fourteen passenger buses to be used in regional bus operations that would support connecting service to Chatham, Gretna, Hurt and South, Boston, Virginia. A state Demonstration Grant application was submitted this fiscal year to support this operation, which could begin this fall.

Description

This operation provides for principal payments for Mass Transit debt.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Debt Service	\$ 86	\$ 91	\$ 100	\$ 110	\$ 10
Totals	\$ 86	\$ 91	\$ 100	\$ 110	\$ 10

Description

Since October 2012, Danville Transit has directly operated bus service for the city’s Senior Transportation program. This operation is a coordinated effort with the Southern Area Agency on Aging due to shared resources including the use of vehicles and manpower. Federal transit funding levels for this service have remained consistent through FY2018, however state transit funding through the New Freedom grant program was reduced by \$46,000 during FY2018 while senior passenger activity has increased significantly. Through FY2018 Danville Transit was directed by the state to contain its budget for the New Freedom grant program that supports expanded paratransit operations due to funding constraints. Other expenditures incurred to provide expanded paratransit service were applied to the transit system’s base operating budget.

Additional state aid in the amount of \$16,600 was approved for FY2019 to offset the city’s cost to provide service. FY2019’s proposed budget was prepared differently to reflect total allocated expenses for the expanded paratransit service, which is comparable to the FY2020 proposed budget.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ -	\$ 129,323	\$ 189,310	\$ 165,000	\$ (24,310)
Employee Benefits	-	9,893	28,030	24,490	(3,540)
Purchased Services	-	-	-	30,000	30,000
Internal Service	-	10,915	5,830	9,950	4,120
Other Operating Exp	-	23,900	31,000	28,000	(3,000)
Totals	\$ -	\$ 174,031	\$ 254,170	\$ 257,440	\$ 3,270

Personnel

Personnel service expenditures relate to driver wages and part-time staff who complete dispatch and administrative duties. Personnel as shown in Mass Transit Services are shared with the Expanded Paratransportation Service and charged based upon hours of service provided.

Adopted Budget - FY 2020

Solid Waste

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
Rev-Use Money/Property	100,000	117,560
Charges for Services	3,650,050	3,650,500
Total Estimated Revenue	3,750,050	3,768,060
Operating Expenses		
Refuse	2,183,430	2,223,840
Yardwaste	649,870	734,480
Leaf Collection	135,590	155,290
Landfill	13,340	13,160
Composting	362,510	394,830
Recycling	261,990	265,870
Total Operating Expenses	3,606,730	3,787,470
Net Operating Income (Loss)	143,320	-19,410
Add:		
Depreciation	63,500	65,000
Deduct:		
Debt Service Principal	1,910	2,010
Capital Expenditures from Current Operating Funds	0	0
Calculation of Contribution to(from) Fund Balance/General Fund	204,910	43,580

There are two major revenue categories for the Sanitation Fund:

REVENUE – USE OF MONEY/PROPERTY: This revenue includes interest on investments; income from trailer rentals; and sale of refuse carts.

CHARGES FOR SERVICES: This revenue includes Code Enforcement Abatements; Appliance Disposal Charges; Curbside Recycling Service fee; Set-Out Service fee; Monthly Residential Waste fee and Monthly Multi-Family Residential and Commercial Waste fee, both included on utility bill; and sale of recyclables. See chart below for breakdown of fees based on FY 2018

Revenues

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Revenue-Use of Money or Property	\$ 135,641	\$ 110,891	\$ 100,000	\$ 117,560	\$ 17,560
Charges for Services	\$ 3,582,549	\$ 3,552,947	\$ 3,650,050	\$ 3,650,500	\$ 450
Miscellaneous	-	2,100	-	-	\$ -
Totals	\$ 3,718,190	\$ 3,665,938	\$ 3,750,050	\$ 3,768,060	\$ 18,010

FY2020 Estimated Breakdown of Monthly Solid Waste Fee - \$16.50			
Sanitation Service	Budget	Percent	Monthly Refuse Fee
Refuse Collection (Weekly)	985,850	25%	4.18
Disposal	774,000	20%	3.28
Cost Allocation/Administrative/Collections	712,230	18%	3.02
Yard Waste / Bulk Debris Collection (Weekly)	497,430	13%	2.11
Recycling	265,870	7%	1.13
Code Enforcement	197,530	5%	0.84
Composting - Firewood	197,300	5%	0.84
Loose Leaf Collection	155,290	4%	0.66
Landfill Post Closure*	103,160	3%	0.44
<i>*Includes Financial Assurance Reimbursement</i>			
Total Proposed 2019-2020 Budget	\$ 3,888,660	100%	\$16.50

Description

The Refuse Collection Section of the Sanitation Division is an Enterprise Fund responsible for residential refuse/debris collection and disposal. Curbside refuse and debris is collected weekly. This section also collects dead animals from street rights-of-way and rents bulk debris trailers to residents.

This service is funded through the \$16.50 per month fee that is placed on residential electric customer's monthly utility bill. The \$16.50 monthly sanitation fee has not been raised since 2005 and no fee increases are proposed for this fiscal year.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 506,312	\$ 498,363	\$ 535,230	\$ 492,460	\$ (42,770)
Employee Benefits	79,610	81,296	76,470	73,860	(2,610)
Purchased Services	700,557	728,225	807,180	808,070	890
Internal Service	204,880	192,270	214,360	235,880	21,520
Other Operating Exp	83,288	131,002	60,360	60,840	480
Cost Allocation	307,495	309,978	404,060	473,170	69,110
Debt Service	35,763	35,763	85,770	79,560	(6,210)
Totals	\$1,917,905	\$1,976,897	\$2,183,430	\$ 2,223,840	\$ 40,410

Personnel

Salary for the Division Director of Sanitation is allocated to Sanitation, VDOT, and Sewer Division of the Wastewater Funds.

Position Title	FY 2019 FTEs	FY 2020 FTEs
SOLID WASTE COLLECTOR	3.00	2.00
SANITATION OPERATOR I	3.00	4.00
SANITATION OPERATOR II	5.00	5.00
GENERAL SUPERVISOR	1.00	1.00
DIVISION DIR OF SANITATION	0.50	0.50
Total	12.50	12.50

Description

The Yard Waste Section of the Sanitation Division is an Enterprise Fund responsible for the weekly curbside collection of residential yard waste. It consists of four (4) rearloader crews to collect yardwaste and two (2) grapple trucks to collect large tree trunks and bulk debris.

This service is funded through the \$16.50 per month fee that is placed on residential electric customers' monthly utility bill.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$141,192	\$167,067	\$181,660	\$ 217,910	\$ 36,250
Employee Benefits	22,467	27,568	27,090	32,840	5,750
Purchased Services	11,328	14,992	9,910	12,810	2,900
Internal Service	173,383	147,204	171,460	198,530	27,070
Other Operating Exp	25,687	41,859	35,340	35,340	-
Cost Allocation	150,990	153,320	224,410	237,050	12,640
Totals	\$525,047	\$552,010	\$649,870	\$ 734,480	\$ 84,610

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
PUBLIC SERVICE WORKER/OPERATOR		0.67
SANITATION OPERATOR I	0.67	6.03
SANITATION OPERATOR II	4.69	
Total	5.36	6.70

Description

The Leaf Collection Section of the Sanitation Division is responsible for weekly loose-leaf collection during the fall of each year (October 1 – January 31).

This service is funded through the \$16.50 per month fee that is placed on residential electric customers and the \$2.00 per month fee on multi-family residential and commercial electric customers.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 41,859	\$ 68,838	\$ 90,900	\$ 108,650	\$ 17,750
Employee Benefits	6,423	10,976	13,450	16,290	2,840
Purchased Svcs	-	950	-	-	
Internal Service	36,216	36,816	30,840	29,950	(890)
Other Operating Exp	-	-	400	400	-
Totals	\$ 84,498	\$ 117,580	\$ 135,590	\$ 155,290	\$ 19,700

Position Notes

Personnel from Yardwaste and other divisions are utilized during loose-leaf collection season in order to provide quality efficient customer service.

Position Title	FY 2019 FTEs	FY 2020 FTEs
PUBLIC SERVICE WORKER/OPERATOR		0.33
SANITATION OPERATOR I	0.33	2.97
SANITATION OPERATOR II	2.31	
Total	2.64	3.30

Description

The Landfill Section of the Sanitation Division is an Enterprise Fund responsible for financial assurance, debt service, and post closure care of the closed landfill in accordance with the Virginia Solid Waste Management Regulations. Maintenance includes mowing, routine monitoring, testing, and reporting of groundwater wells and landfill gas wells, and maintaining proper certification of the facility.

This service is funded through the \$16.50 per month fee that is placed on residential electric customers and the \$2.00 per month fee on multi-family residential and commercial electric customers.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$ 118,178	\$120,260	\$100,000	\$ 100,000	\$ -
Internal Service	2,152	3,343	3,000	3,000	-
Debt Service	461	370	340	160	(180)
Reimbursement	(90,000)	(90,000)	(90,000)	(90,000)	-
Totals	\$ 30,791	\$ 33,973	\$ 13,340	\$ 13,160	\$ (180)

Description

The Compost Section of the Sanitation Division is an Enterprise Fund responsible for maintenance and operation of the Compost Facility in accordance with DEQ regulations. Yard waste and loose leaves collected from local residents is ground into mulch/compost and made available free to the public. Large tree trunks and limbs are made available free to the public for firewood.

This service is funded through the \$16.50 per month fee that is placed on residential electric customers and the \$2.00 per month fee on multi-family residential and commercial electric customers.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 48,780	\$ 50,605	\$ 40,050	\$ 40,850	\$ 800
Employee Benefits	7,881	8,369	6,100	6,260	160
Purchased Services	1,752	26,620	26,620	27,240	620
Internal Service	40,812	25,788	26,680	50,700	24,020
Other Operating Exp	5,425	8,999	7,250	7,250	-
Capital Outlay	-	99,500	-	-	-
Depreciation	48,565	54,522	63,500	65,000	1,500
Totals	\$153,215	\$274,403	\$170,200	\$ 197,300	\$ 27,100

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SANITATION OPERATOR I	1.00	1.00
Total	1.00	1.00

Description

The Recycling Section of the Sanitation Division is an Enterprise Fund responsible for operating and maintaining the Recycling Center located at the Public Works Complex at 998 South Boston Road. Recyclable materials are collected from drop-off centers, major city buildings, and select businesses. Recycling Center Functions include sorting, separation, baling, and distribution of recycled materials, as well as transportation to market. The recycling rate for 2017 was 54.7%.

This service is funded through the \$16.50 per month fee that is placed on residential electric customers and the \$2.00 per month fee on multi-family residential and commercial electric customers.

Curbside recycling, white goods recycling, and tire recycling is available for an additional fee.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 166,405	\$ 157,485	\$ 107,330	\$ 107,660	\$ 330
Employee Benefits	26,216	25,273	16,320	16,480	160
Purchased Services	7,154	17,001	19,580	19,650	70
Internal Service	40,568	44,338	42,080	45,400	3,320
Other Operating Exp	12,671	16,779	26,680	26,680	-
Capital Outlay	94,488	58,399	50,000	50,000	-
Totals	\$ 347,502	\$ 319,275	\$ 261,990	\$ 265,870	\$ 3,880

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SANITATION OPERATOR I	2.00	2.00
RECYCLING CENTER OPERATOR	1.00	1.00
Total	3.00	3.00

Description

This operation shows principal payments on Sanitation Fund's debt.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Debt Service	\$ 1,718	\$ 1,801	\$ 1,910	\$ 2,010	\$ 100
Totals	\$ 1,718	\$ 1,801	\$ 1,910	\$ 2,010	\$ 100

Description

The Public Works Code Enforcement and Abatement Section is part of the Sanitation Division and provides for the enforcement of the City’s vegetation ordinances to ensure a healthy environment for the citizens of Danville. This program is also responsible for enforcement of the inoperable and abandoned vehicle ordinance, illegal dumping, and illegal accumulation. Public Works Code Enforcement Officers also investigate any other complaints under the provisions of applicable Public Works code sections.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 69,611	\$ 77,850	\$ 77,920	\$ 79,870	\$ 1,950
Employee Benefits	9,567	11,315	11,930	12,310	380
Purchased Services	85,591	103,851	72,130	72,840	710
Internal Service	13,931	10,489	11,660	11,090	(570)
Other Operating Exp	21,338	25,491	18,670	21,420	2,750
Totals	\$200,038	\$228,996	\$192,310	\$ 197,530	\$ 5,220

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
CODE ENFORCEMENT INSPECTOR	2.00	2.00
Total	2.00	2.00

Adopted Budget - FY 2020

Cemetery Operations

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
License, Permits, Privilege	166,100	145,100
Rev-Use Money/Property	195,730	172,340
Charges for Services	483,890	400,390
Non-Revenue Receipts	237,460	278,450
Total Estimated Revenue	1,083,180	996,280
Operating Expenses		
Public Works & Transportation	934,380	931,000
Total Operating Expenses	934,380	931,000
Net Operating Income (Loss)	148,800	65,280
Add:		
Depreciation	0	0
Deduct:		
Debt Service Principal	0	0
Capital Expenditures from Current Operating Funds	0	0
Calculation of Contribution to(from) Fund Balance/General Fund	148,800	65,280

The major revenue sources for this fund include:

LICENSES, PERMITS, PRIVELEGE: This revenue includes Cemetery permit fees for monuments and vaults.

REVENUE – USE OF MONEY/PROPERTY: This revenue includes interest on investments; sale of grave lots; and perpetual care not previously paid.

CHARGES FOR SERVICES: This revenue provides for opening/closing of grave fees.

NON-REVENUE RECEIPTS: This revenue is an offset of the Cost Allocation expense. The allocation provides a method of showing the administrative costs covered by the General Fund. The Cemetery Fund is an enterprise fund and as such these administrative cost need to be included in order to reflect the complete cost of Cemetery operations.

TRANSFERS IN: The Cemetery Fund is designed to provide revenues to cover all the costs of operation; however, when the Fund Balance is insufficient to cover cost overruns, a transfer from the General Fund is required.

Revenues

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Licenses, Permits	\$140,650	\$130,250	\$ 166,100	\$ 145,100	\$ (21,000)
Revenue-Use of Money	165,450	160,163	195,730	172,340	(23,390)
Charges for Services	374,763	339,045	483,890	400,390	(83,500)
Non-Revenue Receipts	203,580	208,280	237,460	278,450	40,990
Transfers In	66,830	-	-	-	-
Totals	\$951,273	\$837,738	\$1,083,180	\$ 996,280	\$ (86,900)

Description

The Cemetery Maintenance Section of Public Works is an Enterprise Fund that provides for the maintenance of eight municipally owned cemeteries, sale of lots, recordkeeping, services to local funeral homes, and assists residents and non-residents who are interested in purchasing at-need and pre-need burial lots. Additionally, this fund also provides assistance with genealogy requests.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$323,408	\$292,241	\$278,820	\$ 260,630	\$ (18,190)
Employee Benefits	53,564	46,409	55,520	38,730	(16,790)
Purchased Services	6,064	9,353	8,500	7,820	(680)
Internal Service	88,454	77,880	76,750	77,340	590
Other Operating Expenses	19,363	15,914	18,940	18,560	(380)
Cost Allocation	203,580	208,280	237,460	278,450	40,990
Capital Outlay	3,416	3,146	3,100	3,100	-
Totals	\$697,849	\$653,223	\$679,090	\$ 684,630	\$ 5,540

Personnel

Personnel are allocated to Cemetery Maintenance and Burials.

Position Title	FY 2019 FTEs	FY 2020 FTEs
PUBLIC SERVICE WORKER/OPERATOR	4.80	4.80
GROUNDSKEEPER	1.20	1.20
GENERAL SUPERVISOR	0.60	0.60
CEMETERY SUPERVISOR	1.20	1.20
Total	7.80	7.80

Accomplishments

Reduced the number of positions in the Cemetery Enterprise Fund in FY 2018 from 15 to 13 through attrition.

Description

The Cemetery Burial Section of Public Works is an Enterprise Fund that provides for the opening and closing of graves and funeral services seven days a week. Tents, chairs and other accessories are available for rent. Staff also provides assistance with genealogy requests.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 172,177	\$ 106,760	\$ 186,270	\$ 182,090	\$ (4,180)
Employee Benefits	27,616	15,897	32,750	25,880	(6,870)
Purchased Services	2,480	2,825	2,380	3,300	920
Internal Service	25,156	25,734	26,960	28,220	1,260
Other Operating Expenses	575	46	600	600	-
Capital Outlay	8,384	4,134	6,330	6,280	(50)
Totals	\$ 236,388	\$ 155,396	\$ 255,290	\$ 246,370	\$ (8,920)

Personnel

Personnel are allocated to Cemetery Maintenance and Burials.

Position Title	FY 2019 FTEs	FY 2020 FTEs
PUBLIC SERVICE WORKER/OPERATOR	3.20	3.20
GROUNDSKEEPER	0.80	0.80
GENERAL SUPERVISOR	0.40	0.40
CEMETERY SUPERVISOR	0.80	0.80
Total	5.20	5.20

**CITY OF DANVILLE - UTILITIES DEPARTMENT
ADOPTED BUDGET FOR FY 2020
ALL UTILITY FUNDS BY ACTIVITY**

Description	Wastewater Fund - 51	Water Fund - 52	Gas Fund - 53	Electric Fund - 54	Telecomm Fnd - 55	TOTAL
Revenue						
Rev-Use Money/Property	118,540	238,260	468,880	1,680,280	53,030	2,558,990
Charges for Services	9,158,550	8,693,830	21,453,960	127,509,640	557,600	167,373,580
Miscellaneous Revenue	81,020	78,200	12,200	168,000	0	339,420
Recovered Cost	0	13,320	0	6,000	0	19,320
Non-Revenue Receipts	0	0	0	0	0	0
Total -- Operating Revenue	9,358,110	9,023,610	21,935,040	129,363,920	610,630	170,291,310
Transfer from Fund Balance	0	0	0	0	0	0
Total Revenue	9,358,110	9,023,610	21,935,040	129,363,920	610,630	170,291,310
Operating Expenses						
Personnel Svcs	637,120	1,658,350	1,412,330	4,998,660	127,640	8,834,100
Employee Benefits	95,560	271,250	226,760	931,670	24,600	1,549,840
Purchased Services	2,989,550	885,410	497,620	4,578,310	120,490	9,071,380
Internal Service	768,440	957,800	189,160	733,980	40,580	2,689,960
Other Operating Expense	222,540	1,184,680	735,100	3,601,930	17,170	5,761,420
Cost Allocation	717,870	824,330	1,501,030	2,426,760	137,310	5,607,300
Capital Outlay	345,000	240,110	118,190	149,250	0	852,550
Debt Service	854,410	932,500	268,730	4,622,400	0	6,678,040
Reimbursement	0	0	0	50,000	0	50,000
Contingency Appropriation	100,000	100,000	100,000	500,000	0	800,000
Subtotal -- Operating Expense	6,730,490	7,054,430	5,048,920	22,592,960	467,790	41,894,590
(Net of Source of Supply)						
Depreciation	2,115,000	1,685,000	1,556,000	8,573,000	476,620	14,405,620
Source of Supply	0	0	12,794,670	96,067,000	57,000	108,918,670
Total -- Operating Expense	8,845,490	8,739,430	19,399,590	127,232,960	1,001,410	165,218,880
Annual Contribution to General Fund	705,760	950,300	3,186,330	10,429,610	81,000	15,353,000
Total Expenditures	9,551,250	9,689,730	22,585,920	137,662,570	1,082,410	180,571,880
Add - Depreciation	2,115,000	1,685,000	1,556,000	8,573,000	476,620	14,405,620
Revenue in excess of Operating Expense	1,921,860	1,018,880	905,120	274,350	4,840	4,125,050
Capital Improvements						
Capital Projects	0	1,000,000	1,500,000	500,000	250,000	3,250,000
Sewer Capital Projects	1,350,000	0	0	0	0	1,350,000
Total -- Capital Improvements	1,350,000	1,000,000	1,500,000	500,000	250,000	4,600,000
Revenues Over(Under) Expenses	571,860	18,880	-594,880	-225,650	-245,160	-474,950

**CITY OF DANVILLE - UTILITIES DEPARTMENT
ADOPTED BUDGET FOR FY 2020
ALL UTILITY FUNDS BY FUNCTION**

Description	Wastewater	Water	Gas	Electric	Telecomm	TOTAL
	Fund - 51	Fund - 52	Fund - 53	Fund - 54	Fnd - 55	
Revenue						
Rev-Use Money/Property	118,540	238,260	468,880	1,680,280	53,030	2,558,990
Charges for Services	9,158,550	8,693,830	21,453,960	127,509,640	557,600	167,373,580
Miscellaneous Revenue	81,020	78,200	12,200	168,000	0	339,420
Recovered Cost	0	13,320	0	6,000	0	19,320
Non-Revenue Receipts	0	0	0	0	0	0
Total -- Operating Revenue	9,358,110	9,023,610	21,935,040	129,363,920	610,630	170,291,310
Transfer from Fund Balance	0	0	0	0	0	0
Total Revenue	9,358,110	9,023,610	21,935,040	129,363,920	610,630	170,291,310
Operating Expenses						
Treatment Plants	3,050,270	0	0	0	0	3,050,270
Public Works	1,540,720	0	0	0	0	1,540,720
Laboratory	0	105,610	0	0	0	105,610
Operations-Main	0	1,265,960	0	0	0	1,265,960
Operations-Industrial	0	162,940	0	0	0	162,940
Treatment-Main	0	359,450	0	0	0	359,450
Administration Services	713,790	1,611,890	1,977,630	6,065,960	5,700	10,374,970
Engineering	0	371,830	438,250	959,840	0	1,769,920
Distribution	0	616,960	524,360	4,592,030	0	5,733,350
Service	0	222,230	246,450	0	0	468,680
Meters & Regulators	0	178,160	188,380	0	0	366,540
Meters	0	0	0	379,700	0	379,700
Gas Control	0	0	530,260	0	0	530,260
Substations	0	0	0	1,421,140	0	1,421,140
Hydro-Electric Plant	0	0	0	889,770	0	889,770
Transmissions	0	0	0	190,000	0	190,000
Generators	0	0	0	27,000	0	27,000
Customer Services	0	0	0	0	0	0
Utility Administrative Services	0	0	0	778,630	0	778,630
Support Services	0	0	0	366,700	0	366,700
Operations	0	0	0	0	437,090	437,090
Rivercity TV	0	0	0	0	0	0
Purchased Services	0	0	0	0	0	0
Debt Service	727,290	821,300	221,390	2,916,660	0	4,686,640
Capital Expenses	698,420	1,338,100	922,200	4,005,530	25,000	6,989,250
Subtotal -- Operating Expense	6,730,490	7,054,430	5,048,920	22,592,960	467,790	41,894,590
(Net of Source of Supply)						
Depreciation	2,115,000	1,685,000	1,556,000	8,573,000	476,620	14,405,620
Source of Supply	0	0	12,794,670	96,067,000	57,000	108,918,670
Total -- Operating Expense	8,845,490	8,739,430	19,399,590	127,232,960	1,001,410	165,218,880
Annual Contribution to General Fund	705,760	950,300	3,186,330	10,429,610	81,000	15,353,000
Total Expenditures	9,551,250	9,689,730	22,585,920	137,662,570	1,082,410	180,571,880
Add - Depreciation	2,115,000	1,685,000	1,556,000	8,573,000	476,620	14,405,620
Revenue in excess of Operating Expense	1,921,860	1,018,880	905,120	274,350	4,840	4,125,050
Capital Improvements						
Capital Projects	0	1,000,000	1,500,000	500,000	250,000	3,250,000
Sewer Capital Projects	1,350,000	0	0	0	0	1,350,000
Total -- Capital Improvements	1,350,000	1,000,000	1,500,000	500,000	250,000	4,600,000
Revenues Over(Under) Expenses	571,860	18,880	-594,880	-225,650	-245,160	-474,950

Adopted Budget - FY 2020

Wastewater

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
Rev-Use Money/Property	104,000	118,540
Charges for Services	9,644,240	9,158,550
Miscellaneous Revenue	86,800	81,020
Total Estimated Revenue	9,835,040	9,358,110
Operating Expenses		
Administration Services	1,877,380	1,928,790
Treatment Plants	2,984,790	3,050,270
Sewer Capital Projects	1,350,000	1,350,000
Public Works	2,739,240	2,440,720
Capital Expenses	540,860	698,420
Capital Projects	0	0
Total Operating Expenses	9,492,270	9,468,200
Net Operating Income (Loss)	342,770	-110,090
Add:		
Depreciation	2,083,000	2,115,000
Deduct:		
Debt Service Principal	1,038,450	727,290
Capital Expenditures from Current Operating Funds	0	0
Contribution to City's General Fund	693,760	705,760
Contribution To(From) Retained Earnings	693,560	571,860

WASTEWATER FUND

ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Public Works Sewers							
Sewer Line Reconstruction	60041	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
New Sewer Lines/Inflow & Infiltration Reduction	60048	250,000	250,000	250,000	250,000	250,000	1,250,000
Apple Branch Sewer Line Replacement		800,000	800,000	-	-	-	1,600,000
Fall Creek Sewer Reconstruction		-	-	800,000	800,000	-	1,600,000
Luna Lake Road Sewers		-	-	-	-	800,000	800,000
Public Works Sewers Total		\$ 1,350,000	\$ 6,750,000				
Wastewater Treatment Plant							
Northside Plant Process Modifications Phase III	61177	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ 1,800,000
Wastewater Treatment Plant Total		\$ 600,000	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ 1,800,000
Total Projects:		\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,350,000	\$ 1,350,000	\$ 8,550,000
Funding Source:							
Utility Fund Revenues		\$ 1,350,000	\$ 1,950,000	\$ 1,950,000	\$ 1,350,000	\$ 1,350,000	\$ 7,950,000
Reprogrammed Funds		600,000	-	-	-	-	600,000
Total Funding		\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,350,000	\$ 1,350,000	\$ 8,550,000

**WASTEWATER FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i><u>Public Works Sewers</u></i>						
Apple Branch Sewer Line Replacement	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Water Line Reconstruction	300,000	-	-	-	-	300,000
New Sewer Lines/Inflow Infiltration Red	250,000	-	-	-	-	250,000
Total Water Distribution	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000
<i><u>Wastewater Treatment</u></i>						
Norside Process Plant Modifications	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
Total Water Treatment Plant	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
Total Projects:	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 600,000	\$ 1,950,000

Revenue categories for this fund are as follows:

REVENUE – USE OF MONEY/PROPERTY: This revenue category includes: **Interest on Investments** - All of the City’s funds are invested in secured accounts in an attempt to earn the highest possible return. Investments earnings are a function of the money marketplace and swings in the revenues reflect higher or lower interest rates. **Sale-Salvage and Surplus Property** - This revenue represents the sale of surplus vehicles and equipment and funds received from the sale of scrap metal.

CHARGES FOR SERVICES: This revenue category include consumer fees and is the major revenue source for the Wastewater Fund. The residential category is the largest part of that revenue stream, representing 14,076 customers. The commercial base represents 2,009 customers and the industrial base has 31 customers. The municipal class represents charges to the City for its municipal facilities. Other revenues in this category include Industrial Pretreatment fees and Rural Strong Waste Surcharges, penalties for non-payment and reconnection fees. Other revenues in this category include penalties for non payment .

In the 2019 biennial rate study, the recommendation is for wastewater rates be lowered to directly offset the increase in water rates. The current wastewater consumption rate is \$2.58/100 cubic feet. The proposed FY20/21 rate is \$2.38/100 cubic feet. The wastewater fund is in good financial health and meets current unrestricted fund policies. The wastewater fund has also recently completed the majority of the plant improvements at the Northside Plant. There are annual distribution projects that Public Works plans for on an annual basis.

MISCELLANEOUS REVENUE

Miscellaneous revenue includes fees charged to customers who request alternation to their services, as well as fees collected from septic haulers.

REVENUES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rev-Use Money & Property	\$ 109,256	\$ 149,661	\$ 104,000	\$ 118,540	\$ 14,540
Charges for Services	9,695,617	9,588,633	9,644,240	9,158,550	(485,690)
Miscellaneous Rev	70,032	64,537	86,800	81,020	(5,780)
Totals	\$ 9,874,905	\$ 9,802,831	\$ 9,835,040	\$ 9,358,110	\$ (476,930)

Description

Sewer Debt Service budgets and accounts for the retirement of principal for general obligation and revenue bonds for the Public Works portion of the Wastewater fund.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Debt Service	\$579,103	\$588,463	\$615,460	\$ 540,300	\$ (75,160)
Totals	\$579,103	\$588,463	\$615,460	\$ 540,300	\$ (75,160)

Description

The Public Works Department Sanitary Sewer Maintenance Section of the Wastewater fund has the responsibility to maintain 381 miles of sanitary sewer lines. Sewer maintenance includes routine inspecting, televising, cleaning, and repairing. The Sanitary Sewer Maintenance Section also maintains over 9,000 manholes, several pump station outfall lines, as well as sewer easements throughout the City. Sewer Maintenance is supported by the Street Maintenance Division including the installation of sewer cap-offs, sanitary sewer taps, repairs to sanitary sewer lines, reconstruction/rehabilitation of sewer lines, and creek and river crossings.

Capital Projects include new sewer lines, sewer connections, inflow & infiltration reduction studies, and sewer line reconstruction and replacement as outlined in the CSP.

Expenditures

The reduction in Capital Outlay reflects the difference between the cost of a sewer jet vacuum truck in FY 19 and a mini-excavator in FY 20.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 479,599	\$ 503,036	\$ 541,070	\$ 570,290	\$ 29,220
Employee Benefits	73,654	81,123	77,960	85,250	7,290
Purchased Services	1,108,217	1,129,615	201,090	201,860	770
Internal Service	235,021	189,116	267,350	275,460	8,110
Other Operating Exp	124,028	101,423	112,460	112,690	230
Cost Allocation	142,330	140,990	183,080	226,750	43,670
Capital Outlay	-	899	414,070	110,000	(304,070)
Capital Projects	-	-	1,350,000	1,350,000	-
Depreciation	783,279	789,108	943,000	900,000	(43,000)
Debt Service	125,939	105,279	95,020	66,840	(28,180)
Totals	\$3,072,067	\$3,040,589	\$4,185,100	\$ 3,899,140	\$ (285,960)

Personnel

Sanitary Sewer Maintenance Section is funded by the Utilities Wastewater Fund and includes support staff from Street Maintenance Division.

Position Title	FY 2019 FTEs	FY 2020 FTEs
TRAINING & SAFETY MANAGER	0.07	0.07
PUBLIC SERVICE WORKER/OPERATOR	3.42	3.63
MOTOR EQUIPMENT OPERATOR I	2.56	3.49
MOTOR EQUIPMENT OPERATOR II	3.63	3.49
MOTOR EQUIPMENT OPERATOR III	0.21	0.28
CREW SUPERVISOR	1.21	1.21
GENERAL SUPERVISOR	1.14	1.14
DIVISION DIRECTOR OF STREETS	0.07	0.07
CCTV TECHNICIAN	1.00	1.00
DIVISION DIR OF SANITATION	0.30	0.30
Total	13.61	14.68

Accomplishments:

Public Works began using acoustic inspection of sewer lines that uses sonic sound waves to inspect up to 5,000 feet of sewer main per day. The system bounces sound waves between manholes and uses the data to determine which lines need cleaning or repair. This EPA approved new tool will help reduce sewer overflows.

Description

The Wastewater Fund's mission is to provide reliable wastewater services to Danville's customers and collect and treat wastewater as cost effectively as possible while complying with the Virginia Department of Environmental Quality and the Environmental Protection Agency permit.

The Wastewater Fund provides for the operations and maintenance of the Northside Wastewater Treatment Plant, the Southside Treatment Plant, nine wastewater pumping stations, and wastewater collection lines. The operation of treatment plants and pumping stations is the responsibility of the Utilities Department. The Public Works Department maintains 340 miles of sewer lines and handles customer connections. The Northside Plant is 24 million gallons per day facility built in the early 1970s. Due to a loss of major industrial customers through closures of tobacco and textile facilities, the plant is currently treating only 7 million gallons per day. The Southside Plant functions as a pumping station and storage facility for waste sludge biosolids.

The capital-funding request for FY2020 is for two affluent pumps at the Northside Wastewater Plant and a motor control center for the Airside Lift Station. The motor control center at Airside controls the wastewater pumps at that lift station that serves Nestle and Sky Valley Foods. The two affluent pumps requested are the last of six to be replaced at the Northside plant. They will be more reliable and operate more efficiently.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 63,304	\$ 18,051	\$ 68,070	\$ 66,830	\$ (1,240)
Employee Benefits	8,816	2,472	10,170	10,310	140
Purchased Services	2,337,763	2,281,264	2,803,270	2,787,690	(15,580)
Internal Service	456,808	526,119	492,920	492,980	60
Other Operating Exp	84,709	82,305	106,450	109,850	3,400
Cost Allocation	440,754	451,855	502,360	491,120	(11,240)
Capital Outlay	-	-	10,000	235,000	225,000
Depreciation	1,197,962	1,189,054	1,140,000	1,215,000	75,000
Debt Service	116,942	89,332	73,930	60,280	(13,650)
Transfer Out	685,760	693,760	693,760	705,760	12,000
Contingency Approp	-	-	100,000	100,000	-
Totals	\$5,392,818	\$5,334,212	\$6,000,930	\$ 6,274,820	\$ 273,890

Personnel

The City of Danville owns the treatment facility, but contracts with INFRAMARK (previously known as Severn Trent) to operate the treatment process and nine wastewater pumping stations located throughout the service area.

Two positions are shared between Wastewater Administration and Water Treatment Administration: 50% Division Director of Water and Wastewater Treatment and 50% of a Senior Secretary.

Position Title	FY 2019 FTEs		FY 2020 FTEs
SENIOR SECRETARY	0.50		0.50
DIVISION DIR WTR/WSTWTR TRTMNT	0.50		0.50
Total	1.00		1.00

Description

Wastewater Capital plans and budgets for the capital expenditures at the Wastewater Treatment Plant. There was not budget in FY 2018 nor any request for FY 2019.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$ 152,095	\$ 2,891	\$ -	\$ -	\$ -
Totals	\$ 152,095	\$ 2,891	\$ -	\$ -	\$ -

Description

Wastewater Debt Service budgets and accounts for the retirement of principal for general obligation and revenue bonds for the Wastewater fund.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Debt Service	\$519,452	\$556,724	\$442,990	\$ 186,990	\$ (256,000)
Totals	\$519,452	\$556,724	\$442,990	\$ 186,990	\$ (256,000)

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Sewer Line Reconstruction
Project No: 60041

Department: Public Works
Division: Sanitation
Section: N/A

Description:

This project is the reconstruction of various sewer lines that have major structural defects due to the age of the lines. These projects are heavily dependent on discovery of deteriorated sewer during routine sewer maintenance. Some projects require funding over multiple years and cannot be predicted. It is anticipated that the inflow and infiltration into the system will be re-evaluated in FY 2023.

Justification:

This provides funding for projects that will decrease sewer maintenance costs. The department makes repairs on sanitary sewers found to be leaking or deteriorated. This is mandated by the DEQ Consent Order to reduce infiltration/exfiltration.

Comments:

Study: October 2018 Sewer System Inflow and Infiltration Evaluation Report

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Utility Revenues	300,000	300,000	300,000	300,000	300,000	1,500,000
Total Funding Sources	300,000	300,000	300,000	300,000	300,000	1,500,000

Goals/Milestones:

FY 2020	Repairs to existing sanitary sewers.
FY 2021	Repairs to existing sanitary sewers.
FY 2022	Repairs to existing sanitary sewers.
FY 2023	Repairs to existing sanitary sewers.
FY 2024	Repairs to existing sanitary sewers.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: New Sewer Lines/Inflow & Infiltration Reduction
Project No: 60048

Department: Public Works
Division: Sanitation
Section: N/A

Description:

This project is for short sanitary sewer extensions to serve areas in the City presently without sewer service which meet the City's extension guidelines. This project also provides funds for annual inspection and engineering costs for sewer projects and addressing sewer inflow and infiltration reduction studies and projects.

Justification:

Requests from property owners for sanitary sewer extensions are funded by this project. Increased sewer availability is provided and also reduction in sewer inflow and infiltration.

Comments:

Study: October 2018 Sewer System Inflow and Infiltration Evaluation Report.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Utility Revenues	250,000	250,000	250,000	250,000	250,000	1,250,000
Total Funding Sources	250,000	250,000	250,000	250,000	250,000	1,250,000

Goals/Milestones:

FY 2020	Design and construct sewer line extension as petitioned / I & I reduction.
FY 2021	Design and construct sewer line extension as petitioned / I & I reduction.
FY 2022	Design and construct sewer line extension as petitioned / I & I reduction.
FY 2023	Design and construct sewer line extension as petitioned / I & I reduction.
FY 2024	Design and construct sewer line extension as petitioned / I & I reduction.

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Apple Branch Sewer Line Replacement
Project No: TBD

Department: Public Works
Division: Sanitation
Section: N/A

Description:

This project is to reconstruct 4,700 feet of 12-inch sewer line which is in need of replacement. It is located on the Apple Branch stream from Guilford Street to Orchard Drive.

Justification:

The Apple Branch Sewer Reconstruction will increase sewer capacity and reduce infiltration of groundwater. The City is reconstructing old inadequate sewer main interceptors.

Comments:

Study: October 2018 Sewer System Inflow and Infiltration Evaluation Report

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Utility Revenues	800,000	800,000	-	-	-	1,600,000
Total Funding Sources	800,000	800,000	-	-	-	1,600,000

Goals/Milestones:

FY 2020	Reconstruct sanitary sewer lines.
FY 2021	Reconstruct sanitary sewer lines.
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Fall Creek Sewer Reconstruction
Project No: TBD

Department: Public Works
Division: Sanitation
Section: N/A

Description:

This project is for sewer reconstruction of Fall Creek sanitary sewers between the junction at Eagle Springs Road and Kentuck Road.

Justification:

The Fall Creek Sewer Reconstruction will increase sewer capacity and reduce infiltration of groundwater. The City is reconstructing old inadequate sewer main interceptors.

Comments:

Study: October 2018 Sewer System Inflow and Infiltration Evaluation Report.

Funding	Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Utility Revenues		-	-	800,000	800,000	-	1,600,000
Total Funding Sources		-	-	800,000	800,000	-	1,600,000

Goals/Milestones:

FY 2020	N/A
FY 2021	N/A
FY 2022	Reconstruct sanitary sewer lines
FY 2023	Reconstruct sanitary sewer lines
FY 2024	N/A

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Luna Lake Road Sewers
Project No: TBD

Department: Public Works
Division: Sanitation
Section: N/A

Description:

This project is the construction of 5,000 feet of sanitary sewer lines to serve residences and businesses in the Luna Lake Road area

Justification:

This City is extending sewer to serve additional areas which will increase sewer availability.

Comments:

Study: City's 1989 Sewer Needs Assessment Study.

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Utility Revenues		-	-	-	-	800,000	800,000
Total Funding Sources		-	-	-	-	800,000	800,000

Goals/Milestones:

FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	Construction of sanitary sewer lines.

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Northside Plant Process Modifications Phase III
Project No: 60911

Department: Utilities
Division: Wastewater Treatment
Section: N/A

Description:

Phase III consists of the installation of dual grit removal facilities, replacement of raw, return sludge and waste sludge pumps; alternate disinfection process and replacement of waste and sludge piping.

Justification:

Gaseous chlorination will be replaced due to liability issues regarding its usage and transportation.

Comments:

Various pumps have been on a replacement cycle of two pumps every other year and this is the final cycle of that replacement program. The replacement of the gaseous chlorine with a sodium hypochlorite feed system greatly reduces the potential risk to employees of the facility and those citizens that could be utilizing the walking trail or the recreational facilities adjacent to the treatment plant.

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Utility Revenues	-	-	-	-	-	-
Reprogrammed Funds	-	600,000	600,000	-	-	1,200,000
Total Funding Sources	-	600,000	600,000	-	-	1,200,000

Goals/Milestones:

FY 2020	N/A
FY 2021	Construction and inspection
FY 2022	Construction and inspection
FY 2023	N/A
FY 2025	N/A

Adopted Budget - FY 2020

Water

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
Rev-Use Money/Property	241,120	238,260
Charges for Services	8,253,270	8,693,830
Miscellaneous Revenue	86,000	78,200
Recovered Cost	10,000	13,320
Total Estimated Revenue	8,590,390	9,023,610
Operating Expenses		
Administration Services	3,096,500	3,296,890
Engineering	266,240	371,830
Distribution	594,680	616,960
Service	217,200	222,230
Meters & Regulators	167,020	178,160
Treatment-Main	348,930	359,450
Laboratory	95,280	105,610
Operations-Main	1,237,470	1,265,960
Operations-Industrial	155,640	162,940
Capital Expenses	1,108,800	1,338,100
Capital Projects	5,500,000	1,000,000
Total Operating Expenses	12,787,760	8,918,130
Net Operating Income (Loss)	-4,197,370	105,480
Add:		
Depreciation	1,680,000	1,685,000
Deduct:		
Debt Service Principal	928,370	821,300
Capital Expenditures from Current Operating Funds	0	0
Contribution to City's General Fund	942,300	950,300
Contribution To(From) Retained Earnings	(4,388,040)	18,880

WATER FUND

ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2023	5 Yr Total
Water Distribution							
Water Line Reconstruction	60053	\$ 1,000,000	\$ 1,100,000	\$ 500,000	\$ -	\$ -	\$ 2,600,000
Water Distribution Total		\$ 1,000,000	\$ 1,100,000	\$ 500,000	\$ -	\$ -	\$ 2,600,000
Funding Source:							
Utility Fund Revenues		\$ 1,000,000	\$ 1,100,000	\$ 500,000	\$ -	\$ -	\$ 2,600,000
Total Funding		\$ 1,000,000	\$ 1,100,000	\$ 500,000	\$ -	\$ -	\$ 2,600,000

**WATER FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>Water Distribution</i>						
Water Line Reconstruction	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Total Water Distribution	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Total Projects:	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

Revenue categories for this fund are as follows:

REVENUE – USE OF MONEY/PROPERTY: This revenue category includes: **Interest on Investments** - All of the City’s funds are invested in secured accounts in an attempt to earn the highest possible return. Investments earnings are a function of the money marketplace and swings in the revenues reflect higher or lower interest rates. **Sale-Salvage and Surplus Property** - This revenue represents the sale of surplus vehicles and equipment and funds received from the sale of scrap metal. This category also includes income from the lease of antennas attached to water towers.

CHARGES FOR SERVICES: This revenue category include consumer fees and is the major revenue source for the Water Fund. The residential category is the largest part of that revenue stream, representing 15,000 customers. The commercial base represents 2,198 customers and the industrial base has 35 customers. The municipal class represents charges to the City for its municipal facilities. Other revenues in this category include penalties for non-payment and reconnection fees and charges for commercial, industrial and municipal firelines.

As part of the 2019 biennial rate study, the rate consultant’s recommendation is to increase the water consumption charge from \$2.40/100 cubic feet to \$2.60/100 cubic feet to increase revenue for pending water capital projects. The increase will be offset by the same in-kind decrease in the wastewater consumption charge. The water fund has a long-term capital project list of replacing obsolete water mains with new polyurethane mains. The goal of the project is to increase reliability by decreasing the number of water main breaks and outages.

MISCELLANEOUS REVENUE:

Miscellaneous revenue includes fees charged to customers who request alternation to their services and revenue for damages from third parties to property and equipment.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rev-Use Money & Property	\$ 224,695	\$ 280,005	\$ 241,120	\$ 238,260	\$ (2,860)
Charges for Services	8,202,277	7,935,549	8,253,270	8,693,830	440,560
Miscellaneous Rev	118,839	69,170	86,000	78,200	(7,800)
Recovered Cost	9,477	14,011	10,000	13,320	3,320
Transfer from Fund Bal	-	-	1,500,000	-	(1,500,000)
Totals	\$8,555,288	\$8,298,735	\$ 10,090,390	\$ 9,023,610	\$ (1,066,780)

Description

Water Engineering performs complex work managing the design, planning, and coordination of projects to ensure reliable, safe and efficient operation of Danville’s water system. This is accomplished by managing projects for new main and service installations, main rehabilitation, economic development, roadway construction and relocations; performing system testing and calculations for adequate capacity; reviewing plans and engineering work performed by consultants and interpreting and implementing regulations related to construction of the water distribution system. In addition, Water Engineering maintains and supports the Water Geographic Information System.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$171,140	\$167,554	\$143,540	\$ 180,150	\$ 36,610
Employee Benefits	25,495	25,016	24,040	29,470	5,430
Purchased Services	69,838	59,984	76,980	133,610	56,630
Internal Service	14,576	13,770	11,910	11,050	(860)
Other Operating Exp	3,966	7,320	8,570	11,600	3,030
Capital Outlay	2,028	1,054	1,200	5,950	4,750
Totals	\$287,043	\$274,698	\$266,240	\$ 371,830	\$ 105,590

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
W&G CORROSION TECHNICIAN		1.00
WATER & GAS ENGINEERING AIDE	0.50	
W&G SR ENGINEERING TECHNICIAN	1.00	1.00
W&G CHIEF ENGINEER	0.50	0.50
SENIOR SECRETARY	0.25	0.25
WG GIS ENGINEERING TECHNICIAN	0.50	1.00
Total	2.75	3.75

Accomplishments

The Engineering group has completed the digitizing and backup of all paper water service. These records will enable mobile access to field employees. Coordination of valve adjustments associated with the street overlay program.

Goals

Design new installation and replacements for economic development and public improvement projects. Update the Water Master Plan and re-prioritize projects identified to improve reliability and pressure.

Description

The Water Fund's mission is to provide reliable high quality drinking and industrial process water at the lowest cost possible while complying with all local, state, and federal laws, regulations and standards. The City has owned and operated a potable supply system since 1876. The administrative division of water distribution provides leadership to the 42 employees who work within water distribution, service, engineering and metering.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 87,034	\$ 61,654	\$ 90,490	\$ 118,180	\$ 27,690
Employee Benefits	12,646	49,833	9,340	18,270	8,930
Purchased Services	88,381	104,280	114,040	116,600	2,560
Internal Service	114,104	115,412	128,120	117,500	(10,620)
Other Operating Exp	35,446	61,212	42,700	48,740	6,040
Cost Allocation	(143,099)	(131,034)	(135,330)	49,260	184,590
Capital Outlay	4,350	-	-	-	-
Depreciation	1,490,341	1,419,075	1,480,000	1,464,000	(16,000)
Debt Service	5,030	-	5,030	-	(5,030)
Totals	\$1,694,233	\$1,680,432	\$1,734,390	\$ 1,932,550	\$ 198,160

Personnel

The Facilities and Fleet Manager (FFM) position is a new position being request in FY20. This would be a reclassification of another vacant position. The FFM position would be responsible for oversee the maintenance of all utilities buildings and of the 100+ utility vehicles in the department fleet. These duties were previously completed by whoever was capable of taking on those responsibilities in the past. Over time, the duties have become overwhelming and required full time attention.

One position is shared between Water Distribution Administration and Gas Distribution Administration:

50% Division Director of Water and Gas

Position Title	FY 2019 FTEs	FY 2020 FTEs
DIVISION DIR OF WATER & GAS	0.5	0.50
FACILITIES & FLEET MANAGER		1.00
Total	0.50	1.50

Description

Water Distribution Service installs meters, activation and deactivation of meters, and performing field investigations for high bill complaints and stopped meters. Additionally, this division responds to emergency calls regarding water.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 24,833	\$ 26,715	\$ 98,000	\$ 94,030	\$ (3,970)
Employee Benefits	3,423	3,717	15,210	14,600	(610)
Purchased Services	1,875	758	5,000	4,500	(500)
Internal Service	4,675	4,442	8,970	8,250	(720)
Other Operating Exp	10,652	11,129	17,500	15,000	(2,500)
Totals	\$ 45,458	\$ 46,761	\$ 144,680	\$ 136,380	\$ (8,300)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
PUBLIC SERVICE WORKER	0.65	0.39
CONSTRUCTION WORKER	0.78	
MOTOR EQUIPMENT OPERATOR I	0.39	1.04
MOTOR EQUIPMENT OPERATOR II	0.26	0.13
MOTOR EQUIPMENT OPERATOR III		0.13
W&G CONSTRUCTION CREW SUPERVSR	0.26	
W&G CREW SUPERVISOR	0.52	0.78
W&G WELDER/CREW SUPERVISOR	0.13	0.13
Total	2.99	2.60

Description

Water Distribution installs, maintains and constructs water mains, purges water lines and installs valves and fire hydrants. This division responds to emergencies regarding water mains.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$346,609	\$353,914	\$354,780	\$ 371,620	\$ 16,840
Employee Benefits	48,003	48,993	55,030	57,660	2,630
Purchased Services	27,330	121,620	61,860	73,990	12,130
Internal Service	49,851	47,775	53,470	49,100	(4,370)
Other Operating Exp	88,744	114,933	137,170	145,730	8,560
Capital Outlay	3,454	3,401	4,800	4,800	-
Totals	\$563,991	\$690,636	\$667,110	\$ 702,900	\$ 35,790

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
PUBLIC SERVICE WORKER	0.65	0.39
CONSTRUCTION WORKER	0.78	
MOTOR EQUIPMENT OPERATOR I	0.39	1.04
MOTOR EQUIPMENT OPERATOR II	0.26	0.13
MOTOR EQUIPMENT OPERATOR III		0.13
DISPATCHER	0.5	0.50
W&G SERVICE TECHNICIAN	3.5	3.50
W&G CREW SUPERVISOR	0.52	0.78
W&G WELDER/CREW SUPERVISOR	0.13	0.13
W&G CONSTRUCTION CREW SUPERVSR	0.26	
W&G DISTRIBUTION SUPERVISOR	0.5	0.50
W&G DISTRIBUTION SUPERINTENDEN	0.5	0.50
W&G CONSTRUCTION INSPECTOR		0.50
Total	7.99	8.10

Accomplishments

Replaced one mile of cast iron water mains in FY19 to improve reliability. This is an annual goal to reduce water main breaks and outages.

Goals

Replace cast iron water mains that are suspect to breaks and outages. Keep detailed records of previous outages and ongoing problems to direct efforts to avoid future outages.

Description

The Water metering and regulator division is responsible for the maintenance, operation, and installation of the automated meter reading modules and the physical meters. The team tests, calibrates and removes or installs all water meters in the distribution system. The group is responsible for meter disconnects and reconnections, and investigations and operating and maintaining water and fire hydrant valves.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 81,802	\$ 74,166	\$ 96,240	\$ 99,030	\$ 2,790
Employee Benefits	11,909	11,073	15,650	16,150	500
Purchased Services	456	270	12,540	10,150	(2,390)
Internal Service	4,648	3,903	5,800	5,280	(520)
Other Operating Exp	11,166	11,483	35,830	46,590	10,760
Capital Outlay	628	706	960	960	-
Totals	\$110,609	\$101,601	\$167,020	\$ 178,160	\$ 11,140

Personnel

Three water and gas meter technicians are shared with gas meters and regulators.

Position Title	FY 2019 FTEs	FY 2020 FTEs
W&G METER TECHNICIAN	1.35	1.35
W&G SYSTEMS CONTROL SUPERINTEN	0.50	0.50
Total	1.85	1.85

Accomplishments

Replace three large water meters and install AMI modules to enable automatic meter reading.

Goals

Reducing operating and maintenance expenditures by installing new meters and AMI modules on our remaining commercial metersets to complete the advanced metering infrastructure project

Description

Water Debt Service budgets and accounts for the retirement of principal for general obligation bonds for the Water fund. All debt for this division has been extinguished.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Debt Service	\$ 828,345	\$ 889,093	\$ 928,370	\$ 821,300	\$ (107,070)
Totals	\$ 828,345	\$ 889,093	\$ 928,370	\$ 821,300	\$ (107,070)

Description

The purpose of the Capital Improvement Program is to ensure the orderly expansion, modification and repair to the water distribution system for improved customer reliability, to allow future growth, and improve operational efficiency. This mission is accomplished by systematic construction and/or modifications to the distribution system.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$205,449	\$302,591	\$ 210,000	\$ 290,000	\$ 80,000
Other Operating Exp	134	14,806	-	-	-
Capital Outlay	6,299	30,690	70,000	120,000	50,000
Capital Projects	-	32,302	5,000,000	-	(5,000,000)
Totals	\$211,882	\$380,389	\$5,280,000	\$ 410,000	\$ (4,870,000)

Personnel

Hourly water fund employees are accounted for within capital projects through our work order system. Although there are no employees exclusively or specifically assigned to capital projects, we forecast the following results for FY 2019:

Position Title	FY 2019 FTEs	FY 2020 FTEs
PUBLIC SERVICE WORKER	1.2	0.72
CONSTRUCTION WORKER	1.44	
MOTOR EQUIPMENT OPERATOR I	0.72	1.92
MOTOR EQUIPMENT OPERATOR II	0.48	0.24
MOTOR EQUIPMENT OPERATOR III		0.24
W&G METER TECHNICIAN	0.15	0.15
W&G CREW SUPERVISOR	0.96	1.44
W&G CONSTRUCTION CREW SUPERVSR	0.48	
W&G WELDER/CREW SUPERVISOR	0.24	0.24
Total	5.67	4.95

Accomplishments

Replace One Mile of Main per Year using contract labor; Replace One Mile of Main per Year using Water distribution labor; Replace obsolete and inoperable Public Fire Hydrants

Goals

Implement improvements to pressure by completing zone boundary projects and system improvement projects;

Description

The Water Fund's mission is to provide reliable high quality drinking and industrial process water at the lowest cost possible while complying with all local, state, and federal laws, regulations and standards. The City has owned and operated a potable supply system since 1876.

The administrative division processes accounts payable invoices and weekly and monthly payroll, establishes scheduling, contracts with vendors and plans the annual budget for the Water Treatment facility.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 152,845	\$ 114,170	\$ 132,250	\$ 123,930	\$ (8,320)
Employee Benefits	22,366	16,598	22,250	21,100	(1,150)
Purchased Services	18,404	704	1,740	1,850	110
Internal Service	12,961	12,791	12,140	15,470	3,330
Other Operating Exp	87,805	76,763	99,920	95,990	(3,930)
Cost Allocation	634,477	679,225	742,230	775,070	32,840
Depreciation	120,126	120,504	200,000	221,000	21,000
Debt Service	220,714	187,399	151,580	109,930	(41,650)
Transfer Out	937,300	942,300	942,300	950,300	8,000
Totals	\$2,206,998	\$2,150,454	\$2,304,410	\$ 2,314,640	\$ 10,230

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR SECRETARY	0.50	0.50
WATER TREATMENT MANAGER	1.00	1.00
DIVISION DIR WTR/WSTWTR TRTMNT	0.50	0.50
Total	2.00	2.00

Description

The Division of Water Treatment is responsible for water supply and treatment including operation and maintenance of raw water intake facilities, the potable water treatment plant, industrial water treatment plant, water booster stations, and water storage facilities. In 1966, the City added an industrial water system to serve the Goodyear Tire & Rubber plant and the City's wastewater treatment plants.

The Water Treatment Plant is designed to purify up to 18 million gallons per day, but currently operates at approximately six million gallons per day.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 427,646	\$ 445,634	\$ 484,210	\$ 495,990	\$ 11,780
Employee Benefits	61,400	64,390	77,120	79,900	2,780
Purchased Services	238,510	312,014	132,400	152,800	20,400
Internal Service	689,776	689,598	735,900	723,250	(12,650)
Other Operating Exp	290,372	286,482	405,580	440,750	35,170
Debt Service	3,536	2,893	2,110	1,270	(840)
Totals	\$1,711,240	\$1,801,011	\$1,837,320	\$ 1,893,960	\$ 56,640

Personnel

The Plumbing/Cross Connection Inspector is shared with Community Development.

Position Title	FY 2019 FTEs	FY 2020 FTEs
PLUMBING/CROSS CNCTN INSPECTOR	0.50	0.50
WTR TRTMNT PLNT OPRTR TRAINEE	4.00	4.00
WATER TRTMNT PLNT OPERATOR III		1.00
WATER TRTMNT PLNT OPERATOR I	3.00	1.00
WATER TRTMNT PLNT OPERATR SUPV	2.00	3.00
UTILITY PLANT MAINTENANCE WORK	1.00	
INDUSTRIAL MECHANIC	1.00	1.00
SENIOR INDUSTRIAL MECHANIC	1.00	2.00
WATER CHEMIST	1.00	1.00
Total	13.50	13.50

Description

Water Treatment capital budgets and accounts for the repair and maintenance of equipment and tanks, repairs to the facilities and the replacement of vehicles, pumps, motors and equipment.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 96,437	\$ 119,804	\$ 184,590	\$ 175,420	\$ (9,170)
Employee Benefits	12,351	16,435	38,290	34,100	(4,190)
Purchased Services	189,363	319,348	82,000	102,000	20,000
Internal Service	31,817	33,603	31,250	27,900	(3,350)
Other Operating Exp	256,067	185,751	239,670	380,280	140,610
Capital Outlay	102,798	41,299	153,000	108,400	(44,600)
Capital Projects	-	-	500,000	1,000,000	500,000
Contingency Approp	-	-	100,000	100,000	-
Totals	\$ 688,833	\$ 716,240	\$ 1,328,800	\$ 1,928,100	\$ 599,300

Description

Water Debt Service budgets and accounts for the retirement of principal for general obligation bonds for the treatment division of the Water fund.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Debt Service	\$ 6,106	\$ -	\$ -	\$ -	\$ -
Totals	\$ 6,106	\$ -	\$ -	\$ -	\$ -

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Water Line Reconstruction
Project No: 60053

Department: Utilities
Division: Water Distribution
Section: N/A

Description:

Many water mains have reached their expected life span and have resulted in a number of maintenance repairs. Annual funding will allow for systematic replacement of the deteriorating lines. An upgraded water pipeline system will improved water quality and system reliability.

Justification:

Danville Utilities is starting a multi-year water main and service line replacement project. Many existing water mains are in need of being replaced to prevent outages during extreme temperatue swings. These outages are often experienced on days when there are 30+ degree temperature swings. Annual funding will allow for systematic replacement of the obsolete water lines. The City has good historic records to help prioritize water main replacements that will improve water quality and system reliability.

Comments:

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Utility Revenues		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Total Funding Sources		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000

Goals/Milestones:

FY 2020	Replacement of water mains
FY 2021	Replacement of water mains
FY 2022	Replacement of water mains
FY 2023	Replacement of water mains
FY 2024	Replacement of water mains

Adopted Budget - FY 2020

Gas

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
Rev-Use Money/Property	505,340	468,880
Charges for Services	22,462,280	21,453,960
Miscellaneous Revenue	16,000	12,200
Transfer from Fund Balance	0	0
Total Estimated Revenue	22,983,620	21,935,040
Operating Expenses		
Administration Services	3,734,150	3,533,630
Engineering	421,730	438,250
Gas Control	13,823,330	13,324,930
Distribution	539,310	524,360
Service	244,730	246,450
Meters & Regulators	190,620	188,380
Capital Expenses	1,074,810	922,200
Capital Projects	1,100,000	1,500,000
Total Operating Expenses	21,128,680	20,678,200
Net Operating Income (Loss)	1,854,940	1,256,840
Add:		
Depreciation	1,565,000	1,556,000
Deduct:		
Debt Service Principal	234,390	221,390
Capital Expenditures from Current Operating Funds	0	0
Contribution to City's General Fund	3,059,330	3,186,330
Contribution To(From) Retained Earnings	126,220	(594,880)

GAS FUND

ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Gas Distribution							
Cast Iron Main Replacement	60056	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 4,500,000
Gas Distribution Total		\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 4,500,000
Funding Source:							
Utility Fund Revenues		\$ 905,120	\$ 1,150,000	\$ 1,150,000	\$ -	\$ -	\$ 3,205,120
Fund Balance		594,880	350,000	350,000	-	-	1,294,880
Total Funding		\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 4,500,000

GAS FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>Gas Distribution</i>						
Cast Iron Main Replacement	\$ 905,120	\$ 594,880	\$ -	\$ -	\$ -	\$ 1,500,000
Total Gas Distribution	\$ 905,120	\$ 594,880	\$ -	\$ -	\$ -	\$ 1,500,000
(1) Reprogrammed Funds						
Total Projects:	\$ 905,120	\$ 594,880	\$ -	\$ -	\$ -	\$ 1,500,000

Revenue categories for this fund are as follows:

REVENUE – USE OF MONEY/PROPERTY: This revenue category includes: **Interest on Investments** - All of the City’s funds are invested in secured accounts in an attempt to earn the highest possible return. Investments earnings are a function of the money marketplace and swings in the revenues reflect higher or lower interest rates. Other sources include: **Rental Income that is offset by vehicle and equipment charges to the divisions for daily and monthly usage.** **Sale-Salvage and Surplus Property** - This revenue represents the sale of surplus vehicles and equipment and funds received from the sale of scrap metal.

CHARGES FOR SERVICES: The major revenue source for the Gas Fund is consumer fees. The residential category is the largest part of that revenue stream, representing 13,267 customers. The commercial base represent 1,514 customers and the industrial base represents 20 firms, 6 interruptible and 17 transport customers. The municipal class represent gas sold to the City for its municipal facilities. Other revenues in this category include penalties for non-payment and reconnection fees. The monthly charge for the Purchased Gas Adjustment is also included in Charges for Services. In FY20, the biennial rate study is recommending a 4% rate decrease for the natural gas fund. This rate decrease would be absorbed through the gas distribution charge based on the cost to serve for each customer class. Overall, it is an \$880,000 rate decrease moving forward. The decrease is possible due to the reduction in on-going capital projects. The gas fund is in the final years of a twenty-year gas main replacement project.

MISCELLANEOUS REVENUE: Miscellaneous revenue includes charges to customers who request alternation or expansion of their existing services and for amounts billed to third parties for damages to equipment and infrastructure.

	FY 2017 Actual	FY 2018 Actual	FY 2018 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rev-Use Money & Property	\$ 530,717	\$ 481,369	\$ 505,340	\$ 468,880	\$ (36,460)
Charges for Services	20,652,400	21,846,999	22,462,280	21,453,960	(1,008,320)
Miscellaneous Rev	19,975	3,282	16,000	12,200	(3,800)
Transfer From Unreserved Fund Balance	-	-	-	516,180	516,180
Totals	\$ 21,203,092	\$ 22,331,650	\$ 22,983,620	\$ 22,451,220	\$ (532,400)

Description

Danville has been in the gas distribution business since 1876. In 1950, the City was the first to begin receiving natural gas from the new, Transcontinental Gas Pipeline allowing Danville access to gas produced along the Gulf Coast. Danville has entered into a gas-purchasing contract with Muni-Gas of Houston, Texas to purchase wholesale gas discounted from the market price.

Danville's gas system includes more than 356 miles of mains that are 1 ¼ to 12 inches in diameter. Twelve regulator stations allow Danville to supply just under 15,000 customers. Danville Utilities-Water and Gas is staffed with employees equipped to handle both natural gas and potable water distribution system construction, maintenance, and service.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2018 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 92,439	\$ 64,059	\$ 86,600	\$ 59,780	\$ (26,820)
Employee Benefits	13,364	49,951	9,610	18,470	8,860
Purchased Services	48,826	44,557	88,070	69,540	(18,530)
Internal Service	30,329	26,231	22,100	25,920	3,820
Other Operating Exp	227,354	226,091	268,240	255,550	(12,690)
Cost Allocation	1,501,338	1,501,666	1,636,500	1,501,030	(135,470)
Capital Outlay	806	995	-	-	-
Depreciation	1,539,687	1,561,023	1,565,000	1,556,000	(9,000)
Debt Service	76,467	67,229	58,030	47,340	(10,690)
Transfer Out	3,008,330	3,059,330	3,059,330	3,186,330	127,000
Totals	\$6,538,940	\$6,601,132	\$6,793,480	\$ 6,719,960	\$ (73,520)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
DIVISION DIR OF WATER & GAS	0.50	0.50
Total	0.50	0.50

The Division Director position is allocated 50/50 to Water Distribution and Gas.

Goals

The Gas fund is performing well and is proposing a 4% overall rate decrease starting in FY20. The rate decrease is distributed across all customer classes based on their cost of service. The division is working to finish a 20-year gas main replacement capital project. Staff believes there is two years left in this long-term project and the remaining two funding years can be funded out of the gas unrestricted fund balance.

Description

Gas Engineering performs complex work managing the design, planning, and coordination of projects to ensure reliable, safe and efficient operation of Danville's natural gas system. This is accomplished by managing projects for new main and service installations, main rehabilitation, economic development, roadway construction and relocations; performing system testing and calculations for adequate capacity; reviewing plans and engineering work performed by consultants and interpreting and implementing regulations related to construction of the gas distribution system. In addition, Gas Engineering maintains and supports the Gas Geographic Information System, ensures compliance with Pipeline Safety and various environmental regulations, including the Distribution Integrity Management Program (DIMP), and performs investigations for response to regulatory and compliance issues. Additionally, Gas Engineering conducts leak surveys and corrosion tests on the natural gas distribution system.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2018 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$210,727	\$226,284	\$249,490	\$ 214,270	\$ (35,220)
Employee Benefits	31,021	32,769	41,620	32,890	(8,730)
Purchased Services	259,155	112,305	95,050	150,230	55,180
Internal Service	15,723	14,747	17,010	14,650	(2,360)
Other Operating Exp	15,704	15,849	16,400	19,300	2,900
Capital Outlay	2,217	1,743	2,160	6,910	4,750
Totals	\$534,547	\$403,697	\$421,730	\$ 438,250	\$ 16,520

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
WG GIS ENGINEERING TECHNICIAN	1.00	1.00
WATER & GAS ENGINEERING AIDE	0.50	
W&G SR ENGINEERING TECHNICIAN	1.00	1.00
W&G CHIEF ENGINEER	0.50	0.50
W&G COMPLIANCE COORDINATOR	1.00	1.00
SENIOR SECRETARY	0.25	0.25
WG GIS ENGINEERING TECHNICIAN	0.50	
Total	4.75	3.75

Description

Gas Distribution safely and properly installs, maintains and constructs gas mains, purges lines and installs valves. This division responds to emergencies regarding natural gas mains.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2018 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 190,390	\$ 166,851	\$ 274,210	\$ 269,960	\$ (4,250)
Employee Benefits	26,345	23,500	44,290	40,850	(3,440)
Purchased Services	39,251	64,393	95,780	94,150	(1,630)
Internal Service	21,017	21,598	39,760	35,940	(3,820)
Other Operating Exp	48,061	64,889	83,350	81,540	(1,810)
Capital Outlay	1,884	1,884	1,920	1,920	-
Totals	\$ 326,948	\$ 343,115	\$ 539,310	\$ 524,360	\$ (14,950)

Position Notes

Position Title	FY 2019 FTEs	FY 2020 FTEs
PUBLIC SERVICE WORKER	1.30	0.78
CONSTRUCTION WORKER	1.56	
MOTOR EQUIPMENT OPERATOR I	0.78	2.08
MOTOR EQUIPMENT OPERATOR II	0.52	0.26
MOTOR EQUIPMENT OPERATOR III		0.26
W&G CREW SUPERVISOR	1.04	1.56
W&G WELDER/CREW SUPERVISOR	0.26	0.26
W&G CONSTRUCTION CREW SUPERVSR	0.52	
W&G CONSTRUCTION INSPECTOR		0.50
W&G DISTRIBUTION SUPERVISOR	0.50	0.50
W&G DISTRIBUTION SUPERINTENDEN	0.50	0.50
Total	6.98	6.70

Positions are allocated to Water Distribution and Gas Distribution.

Description

The Gas Control division manages the purchase and dispatch of the City's natural gas supply. The division participates in negotiations for acquiring gas and delivery contracts to meet system and customer needs and develops and administers cost-effective and profitable gas usage strategies. Gas control insures the safe, reliable and efficient movement of gas through the system pipelines by monitoring pressure and flow through the installation, operation, and maintenance of electronic gas measurement equipment.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2018 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 243,554	\$ 342,895	\$ 372,100	\$ 403,730	\$ 31,630
Employee Benefits	32,708	47,591	56,640	58,020	1,380
Purchased Services	26,658	1,816	11,480	14,720	3,240
Internal Service	12,949	12,783	3,860	13,010	9,150
Other Operating Exp	28,922	38,415	36,030	40,780	4,750
Source of Supply	12,764,203	13,269,136	13,343,220	12,794,670	(548,550)
Capital Outlay	234	160	-	-	-
Totals	\$ 13,109,228	\$ 13,712,796	\$ 13,823,330	\$ 13,324,930	\$ (498,400)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
GAS CONTROL TECHNICIAN	2.00	2.00
GAS CONTROL MANAGER	1.00	1.00
UTILITY OPERATOR	3.20	3.20
Total	6.20	6.20

Description

The Gas metering and regulator division is responsible for the maintenance, operation, and installation of the automated meter reading modules and the physical meters. The team tests, calibrates and removes or installs all gas meters in the distribution system. The group is responsible for meter disconnects and reconnections, and investigations and the operation and maintenance of gas valves.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2018 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 96,791	\$ 89,060	\$107,040	\$ 107,730	\$ 690
Employee Benefits	13,561	13,086	17,060	15,750	(1,310)
Purchased Services	456	2,785	11,530	13,140	1,610
Internal Service	7,576	6,632	7,800	6,990	(810)
Other Operating Exp	13,315	22,786	46,230	43,810	(2,420)
Capital Outlay	628	706	960	960	-
Totals	\$132,327	\$135,055	\$190,620	\$ 188,380	\$ (2,240)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
W&G METER TECHNICIAN	1.35	1.35
W&G SYSTEMS CONTROL SUPERINTEN	0.50	0.50
	1.85	1.85

Description

The purpose of the Capital Improvement Program is to ensure the orderly expansion, modification and repair to the Gas distribution system for improved customer reliability, to allow future growth, and improve operational efficiency. This mission is accomplished by systematic construction and/or modifications to the distribution system.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2018 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 270,256	\$ 208,410	\$ 184,580	\$ 177,940	\$ (6,640)
Employee Benefits	35,922	29,744	28,280	34,990	6,710
Purchased Services	963,234	1,570,378	168,500	147,500	(21,000)
Internal Service	103,759	56,778	100,940	68,450	(32,490)
Other Operating Exp	348,290	194,903	354,510	284,920	(69,590)
Capital Outlay	102,519	41,416	138,000	108,400	(29,600)
Capital Projects	-	-	1,100,000	1,500,000	400,000
Contingency Approp	-	-	100,000	100,000	-
Totals	\$1,823,980	\$2,101,629	\$2,174,810	\$ 2,422,200	\$ 247,390

Personnel

Hourly Gas fund employees are accounted for within capital projects through our work order system. Although there are no employees exclusively or specifically assigned to capital projects, we forecast the following results for FY 2020:

Position Title	FY 2019 FTEs	FY 2020 FTEs
PUBLIC SERVICE WORKER	1.30	1.28
CONSTRUCTION WORKER	1.56	
MOTOR EQUIPMENT OPERATOR I	0.78	2.08
MOTOR EQUIPMENT OPERATOR II	0.52	0.26
MOTOR EQUIPMENT OPERATOR III		0.26
W&G CREW SUPERVISOR	1.04	1.56
W&G WELDER/CREW SUPERVISOR	0.26	0.26
W&G CONSTRUCTION CREW SUPERVSR	0.52	
W&G DISTRIBUTION SUPERVISOR	0.50	0.50
W&G DISTRIBUTION SUPERINTENDEN	0.50	0.50
Total	6.98	6.70

Description

Gas Distribution Service ensures that the gas distribution system is safe and reliable by: monitoring odorant levels at checkpoints throughout the gas system; maintaining meters and regulators; and recognizing abnormal conditions that might affect the safety of the public. Further, gas distribution service ensures safe operating conditions inside the customer's home by checking fuel pipes and gas lines and inspecting customer appliances for leaks and proper installation. This division responds to emergency calls regarding gas.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2018 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 161,628	\$ 166,239	\$ 173,260	\$ 178,920	\$ 5,660
Employee Benefits	22,359	23,290	27,670	25,790	(1,880)
Purchased Services	3,426	2,006	10,600	8,340	(2,260)
Internal Service	22,363	22,067	23,400	24,200	800
Other Operating Exp	7,146	9,121	7,400	9,200	1,800
Capital Outlay	1,570	1,517	2,400	-	(2,400)
Totals	\$ 218,492	\$ 224,240	\$ 244,730	\$ 246,450	\$ 1,720

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
DISPATCHER	0.50	0.50
W&G SERVICE TECHNICIAN	3.50	3.50
	4.00	4.00

The Dispatcher is a shared position with the Electric Fund.

Accomplishments

Work with coordination with Customer Service to complete internal investigations and customer requests safely and efficiently.

Goals

Improve day-time response for leak investigations to an average response of less than ten minutes.

Improve over-all response time for leak investigations to an average response of less than thirty five minutes.

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Description

Gas Debt Service budgets and accounts for the retirement of principal for general obligation bonds for the Gas fund.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2018 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Debt Service	\$ 194,594	\$ 224,650	\$ 234,390	\$ 221,390	\$ (13,000)
Totals	\$ 194,594	\$ 224,650	\$ 234,390	\$ 221,390	\$ (13,000)

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Cast Iron Main Replacement
Project No: 60056

Department: Utilites
Division: Gas Distribution
Section: N/A

Description:

Pipeline transportation is one of the safest and most cost-effective ways to transport natural gas. However, in 2011, following major natural gas pipeline incidents, DOT and PHMSA issued a Call to Action to accelerate the repair, rehabilitation, and replacement of the highest-risk pipeline infrastructure. Among other factors, pipeline age and material are significant risk indicators. Pipelines constructed of cast and wrought iron, as well as bare steel services, are the pipelines that pose the highest-risk for Danville.

This project provides funding for the continued replacement of our highest risk gas mains and steel service lines attached to them . The new pipe is polyethylene which does not corrode and has joints that are by design, stronger than the pipe.

Justification:

This project will increase public safety, reduce O&M by reducing the number of leak investigations and repairs, reduce gas loss, and reduce unplanned outages from hazardous leaks.

Comments:

Study: Cast iron replacement study (originally completed in 1994 and revised in 2008)

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Utility Revenues	905,120	1,500,000	1,500,000	1,500,000	-	5,405,120
Gas Fund Balance	594,880	-	-	-	-	594,880
Reprogrammed Funds	-	-	-	-	-	-
Total Funding Sources	1,500,000	1,500,000	1,500,000	1,500,000	-	6,000,000

Goals/Milestones:

FY 2020	Replace cast iron mains that have reached the end of life resulting in potential gas leaks
FY 2021	Replace cast iron mains that have reached the end of life resulting in potential gas leaks
FY 2022	Replace cast iron mains that have reached the end of life resulting in potential gas leaks
FY 2023	Replace cast iron mains that have reached the end of life resulting in potential gas leaks
FY 2024	

Adopted Budget - FY 2020

Electric

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
Rev-Use Money/Property	1,643,250	1,680,280
Charges for Services	132,633,130	127,509,640
Miscellaneous Revenue	158,600	168,000
Recovered Cost	6,200	6,000
Non-Revenue Receipts	0	0
Total Estimated Revenue	134,441,180	129,363,920
Operating Expenses		
Administration Services	4,629,810	6,270,960
Utility Administrative Services	896,990	778,630
Support Services	376,010	366,700
Engineering	987,030	959,840
Distribution	114,661,280	109,027,030
Meters	349,610	379,700
Transmissions	190,000	190,000
Substations	1,515,580	1,421,140
Hydro-Electric Plant	921,400	889,770
Generators	22,000	27,000
Customer Services	1,441,160	0
Capital Expenses	3,982,900	4,005,530
Capital Projects	1,000,000	500,000
Total Operating Expenses	130,973,770	124,816,300
Net Operating Income (Loss)	3,467,410	4,547,620
Add:		
Depreciation	8,635,000	8,573,000
Deduct:		
Debt Service Principal	2,686,600	2,916,660
Capital Expenditures from Current Operating Funds	0	0
Contribution to City's General Fund	10,021,610	10,429,610
Contribution To(From) Retained Earnings	(605,800)	(225,650)

ELECTRIC FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
Distribution							
Street Light Upgrade	61288	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Line Rebuilds/25 kV Conversion	60654	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
System Reliability Inspections	61287	500,000	400,000	500,000	500,000	500,000	2,400,000
Distribution Total		\$ 4,000,000	\$ 2,400,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 13,900,000
Substations							
Substation Upgrades	61029	\$ 3,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 11,000,000
Substations Total		\$ 3,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 11,000,000
Load Management							
Behind the Meter Generation	61251	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Loan Management Total		\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Miscellaneous/Administration							
Weatherization - Enerfy Efficiency	90101	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 1,000,000
Distribution Total		\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 1,000,000
Fund Total		\$ 8,500,000	\$ 4,900,000	\$ 5,000,000	\$ 4,500,000	\$ 4,500,000	\$ 27,400,000
Funding Source:							
Utility Fund Revenues		\$ 500,000	\$ 400,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,400,000
Bonds		8,000,000	4,000,000	4,000,000	4,000,000	4,000,000	24,000,000
Electric Fund Balance		-	500,000	500,000	-	-	1,000,000
Reprogrammed Funds		-	-	-	-	-	-
Total Funding		\$ 8,500,000	\$ 4,900,000	\$ 5,000,000	\$ 4,500,000	\$ 4,500,000	\$ 27,400,000

**ELECTRIC FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i><u>Distribution</u></i>						
Street Light Upgrade	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Line Rebuilds/25kV Conversion	-	-	2,000,000	-	-	2,000,000
System Reliability Inspections	500,000	-	-	-	-	500,000
Total Distribution	\$ 500,000	\$ -	\$ 3,500,000	\$ -	\$ -	\$ 4,000,000
<i><u>Load Management</u></i>						
Behind the Meter Generation	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Total Load Managemet	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
<i><u>Substations</u></i>						
Substation Upgrades	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000
Total Substations	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000
Total Projects:	\$ 500,000	\$ -	\$ 8,000,000	\$ -	\$ -	\$ 8,500,000

Revenue categories for this fund are as follows:

REVENUE – USE OF MONEY/PROPERTY: This revenue category includes: **Interest on Investments** - All of the City’s funds are invested in secured accounts in an attempt to earn the highest possible return. Investments earnings are a function of the money marketplace and swings in the revenues reflect higher or lower interest rates.

Other sources include: **Rental Income** that is offset by vehicle and equipment charges to the divisions for daily and monthly usage and a warehouse administration fee charged to each utility division.... **Sale-Salvage and Surplus Property** - This revenue represents the sale of surplus vehicles and equipment and funds received from the sale of scrap metal. Also included are income for the lease of real property and pole attachment fees charged to other utility companies for permitting attachment of their utility lines to poles owned and maintained by the City of Danville.

CHARGES FOR SERVICES: This revenue category include consumer fees and is the major revenue source for the Electric Fund. The residential category is the largest part of that revenue stream, representing 37,117 customers. The commercial base represent 4,701 customers and the industrial base has 31 customers. Lighting revenue represents off-street and security lighting sales as well as municipal street lighting. The municipal class represents electricity sold to the City for its municipal facilities. Other revenues in this category include penalties for non-payment and reconnection fees and charges. In FY20, power costs are projected to be lower than in FY19 due to the improved production at Prairie State. This generation asset accounts for approximately 40% of Danville’s power supply. Also, PJM capacity costs will be lower in FY20 than FY19 due to new generation being built in the PJM territory. This will also be the case in FY21 before returning to average capacity costs in FY22.

MISCELLANEOUS REVENUE: Miscellaneous revenue includes charges to customers who request alternation or expansion of their existing services and for amounts billed to third parties for damages to equipment and infrastructure.

RECOVERED COST: This revenue includes insurance reimbursements and restitution from third parties.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Revenue-Use Money & Property	\$ 2,000,264	\$ 1,374,906	\$ 1,643,250	\$ 1,680,280	\$ 37,030
Charges for Services	116,406,089	128,311,755	132,633,130	127,509,640	(5,123,490)
Miscellaneous Rev	150,271	381,229	158,600	168,000	9,400
Loan Proceeds	-	6,517	-	-	-
Recovered Costs	4,824	-	6,200	6,000	(200)
Totals	\$ 118,561,448	\$ 130,074,407	\$ 134,441,180	\$ 129,363,920	\$ (5,077,260)

Description

The mission of the Electric Fund is to provide reliable and affordable electric service to its customers. The Electric Fund includes the Division of Power and Light and functions as the cost allocation center for the Utilities Department's Administration, Customer Service, and Support Services Divisions that serve the Electric, Gas, Water, Wastewater, and Telecommunications Funds.

Expenditures

The majority of the increase in Cost Allocation represents the Electric Funds reimbursement to the General Fund for Customer Services costs. This division of the Electric Fund has been transferred to the Finance Department, Customer Accounting Division in the amount of \$1,370,590. The balance of the increase reflects the actual increase in other Cost Allocations.

The increase in Transfer Out reflects the increase in the Transfer to the General Fund which is comprised of two amounts; the amount allowed for FY 2020 per the policy in the amount of \$139,000 and an increase of \$269,000 for unused increases from prior years. The total increase of \$406,000.

Also reflected in the Personnel Services is a combination of an average 2 percent Pay-for-Performance and a reduction in the retirement rate.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Personnel Services	\$ 183,971	\$ 173,648	\$ 239,260	\$ 86,910	\$ (152,350)
Employee Benefits	31,340	302,855	25,010	182,380	157,370
Purchased Services	208,061	372,970	316,730	360,310	43,580
Internal Service	63,417	61,792	62,600	59,230	(3,370)
Other Operating Exp	703,946	734,843	895,330	874,300	(21,030)
Cost Allocation	1,129,162	1,058,346	1,015,960	2,734,250	1,718,290
Capital Outlay	-	-	1,880	-	(1,880)
Depreciation	271,176	240,897	275,000	205,000	(70,000)
Debt Service	1,381,197	1,667,141	1,623,450	1,574,300	(49,150)
Transfer Out	9,896,610	10,021,610	10,021,610	10,429,610	408,000
Totals	\$ 13,868,880	\$ 14,634,102	\$ 14,476,830	\$ 16,506,290	\$ 2,029,460

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
DIVISION DIR OF POWER & LIGHT	1.00	1.00
Total	1.00	1.00

Description

Electric engineering is responsible for engineering capital and maintenance projects, distribution upgrades, commercial and residential installations and any form of customer service request. The division also assists electric line crews with power restoration.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Personnel Services	\$538,621	\$530,446	\$574,450	\$ 556,860	\$ (17,590)
Employee Benefits	107,060	78,361	121,070	85,790	(35,280)
Purchased Services	33,886	45,277	99,120	122,580	23,460
Internal Service	43,627	40,386	49,880	40,490	(9,390)
Other Operating Exp	153,705	51,831	142,030	152,240	10,210
Capital Outlay	496	695	480	1,880	1,400
Totals	\$877,395	\$746,996	\$987,030	\$ 959,840	\$ (27,190)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR SECRETARY	0.50	0.50
ELECTRIC ENGINEERING AIDE	1.00	
SR ELEC GIS/CAD TECHNICIAN		1.00
ELECTRIC ENGINEERING TECH		2.00
ELECTRIC SR ENGINEERING TECH	4.00	2.00
ELEC ENG TECH/ COMPLIANCE COOR	1.00	1.00
ELECTRIC ENGINEERING TECH SPVR	1.00	2.00
ELECTRIC ENGINEER	2.00	2.00
ELCTRC DRAFTING/GIS TECH	1.00	
Total	10.50	10.50

Accomplishments

The Electric Engineering group is fully staffed for the first time in two years. Fiscal year 2019 accomplishments includes the replacement of aging distribution feeders in pre-determined areas. upgrading locations of 25 KV conversion, pole replacements, street light upgrades to LED and numerous commercial 3-phase installations. Electric engineering recently continued developing engineering software designed for generating work orders to provide accurate and detailed drawings for the electric line distribution division.

Goals

To maintain and effectively issue work orders to Electric Distribution Section to upgrade and maintain the 500 square mile electric territory. Remain on track with appropriated budget funded capital improvement projects, as well as day-to-day commercial and residential electric service requests.

Description

The Electric Distribution Department installs and repairs streetlights and outdoor customer lights, repairs and replaces overhead and underground primary, repairs and replaces poles, conductors, switches and fuses and responds to customer outages twenty four hours per day. The Electric Distribution Department is also responsible for right of way clearing.

The electric distribution system covers approximately 500 square miles including the City and portions of three adjacent counties. Service is provided to approximately 42,000 customer locations through 1,400 miles of 12,470/7,200 volt distribution lines.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Personnel Services	\$ 1,145,328	\$ 1,300,892	\$ 1,188,460	\$ 1,147,260	\$ (41,200)
Employee Benefits	198,037	168,178	218,610	153,490	(65,120)
Purchased Services	146,673	2,718,854	2,088,880	2,610,650	521,770
Internal Service	191,853	205,869	194,650	220,200	25,550
Other Operating Exp	341,563	412,655	368,400	455,150	86,750
Source of Supply	91,902,142	101,622,531	102,237,000	96,067,000	(6,170,000)
Capital Outlay	4,081	4,721	5,280	5,280	-
Depreciation	7,427,007	7,758,634	8,360,000	8,368,000	8,000
Totals	\$ 101,356,684	\$ 114,192,334	\$ 114,661,280	\$ 109,027,030	\$ (5,634,250)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
DISPATCHER	1.00	1.00
CREW SUPERVISOR	1.00	
ELECTRIC GROUNDWORKER		0.42
ELECT LINE OH/UG EQUIP OPER	1.40	0.84
ELECTRIC LINE TECHNICIAN I	2.52	0.42
ELECTRIC LINE TECHNICIAN II	3.36	4.21
ELECTRIC LINE TECHNICIAN III	3.36	3.78
ELECTRIC LINE CREW SUPERVISOR	2.10	2.10
ELECTRIC VEGETATION ROW SUPER		0.42
ELECTRC DSTRBTN SUPERINTENDENT	1.00	1.00
ELECTRIC RIGHT OF WAY TRIMMER	3.00	1.17
INSPECTOR-CONTRACTOR MANAGER	1.00	1.00
Total	19.74	16.36

Description

Electric substations budgets and accounts for the maintenance, operation, and repair of seventeen substations, twenty one regulator sites and the electronic systems and devices associated with them. Substations' responsibilities also include the systems and software that monitor the electric system and dispatch personnel for maintenance and restoration services within the electric distribution territory. Additionally, electric substations tests and inspects substations and related facilities.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Personnel Services	\$ 651,668	\$ 581,238	\$ 766,030	\$ 708,310	\$ (57,720)
Employee Benefits	113,878	76,165	138,640	100,210	(38,430)
Purchased Services	173,555	50,982	283,360	327,790	44,430
Internal Service	145,176	136,081	149,250	106,100	(43,150)
Other Operating Expenses	188,938	311,303	178,300	177,770	(530)
Capital Outlay	896	224	-	960	960

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
IT SCADA SYSTEMS ANALYST		1.00
ELECTRIC GROUNDWORKER		0.01
ELECT LINE OH/UG EQUIP OPER		0.02
ELECTRIC LINE TECHNICIAN I	0.06	0.01
ELECTRIC LINE TECHNICIAN II	0.08	0.10
ELECTRIC LINE TECHNICIAN III	0.08	0.09
ELECTRIC LINE CREW SUPERVISOR	0.05	0.05
ELECTRIC VEGETATION ROW SUPER		0.01
ELECTRIC SUBSTATION TECHNICIAN	4.00	3.00
UTILITY OPERATOR	4.80	4.80
ELCTRC SUBSTN SUPERVISOR		1.00
ELCTRC SUBSTN SUPERINTENDENT	1.00	1.00
IT SCADA SYSTEMS ANALYST	1.00	
ELECTRIC RIGHT OF WAY TRIMMER		0.03
Total	11.07	11.12

Description

The electric metering division is responsible for the maintenance and operation of the automated meter reading information and the physical meters. The team tests, calibrates and removes or installs any meter assigned within the 500 square miles of the system. Additionally, the group is responsible for meter disconnects and reconnects and investigations for meter tampering.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Personnel Services	\$208,449	\$207,491	\$217,460	\$ 257,590	\$ 40,130
Employee Benefits	37,437	28,489	42,100	37,750	(4,350)
Purchased Services	5,539	4,832	12,380	12,790	410
Internal Service	36,260	28,947	35,600	28,000	(7,600)
Other Operating Expenses	22,947	16,945	39,190	40,690	1,500
Capital Outlay	2,523	3,027	2,880	2,880	-
Totals	\$313,155	\$289,731	\$349,610	\$ 379,700	\$ 30,090

Personnel

The additional position is a reclassification from Customer Services. This activity with the exception of the AMI Support Technician was moved to the General Fund, Finance Department, Customer Accounts Division.

Position Title	FY 2019 FTEs	FY 2020 FTEs
ELECTRIC METER TECHNICIAN II	2.00	1.00
ELECTRIC METER TECHNICIAN III	1.00	2.00
AMI SUPPORT TECHNICIAN		1.00
ELECTRIC METER SUPERVISOR	1.00	1.00
Total	4.00	5.00

Goals

Respond to customer inquiries, conduct meter investigations and test a random sampling of residential, commercial, and industrial meters for accuracy every year.

Description

Electric Hydro section provides 10 MW of peaking power to the City of Danville power distribution grid .This is accomplished by operating hydro-electric generators and related equipment, and inspecting and maintaining facilities, dams, pipeline and reservoirs. Hydro Electric follows the guidelines, policies and regulations set by the Federal Energy Regulatory Commission.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Personnel Services	\$406,148	\$355,944	\$400,500	\$ 387,290	\$ (13,210)
Employee Benefits	69,481	45,408	73,420	52,690	(20,730)
Purchased Services	290,669	152,699	343,960	351,310	7,350
Internal Service	18,073	20,719	21,140	20,640	(500)
Other Operating Expenses	55,024	69,612	104,380	104,840	460
Totals	\$839,395	\$644,382	\$943,400	\$ 916,770	\$ (26,630)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
HYDRO-ELECTRIC ATTENDENT	1.00	1.00
HYDRO-ELECTRIC OPERATOR	4.00	4.00
HYDRO-ELECTRIC MAINTENANCE TEC	1.00	1.00
HYDRO-ELECTRIC SUPERINTENDENT	1.00	1.00
Total	7.00	7.00

Accomplishments

FY19 accomplishments including making upgrades to the facility to remain FERC complaint. Three stream gauge stations were installed to accurately record the river levels. This is required in the City's FERC permit for Pinnacles Hydro. Also several studies were conducted on the penstock, two dams, and the rock around the dams.

Goals

Continue working on FERC compliance projects in FY20. The 1.4-mile pipeline has to be repainted including all of the bridges. Also in FY20, we look to have the 680 kW small hydro generator back in service that was flooded from excessive rainfall in 2015. This had required that the unit be removed and repaired in order to get back into working condition.

Description

Electric transmission budgets and accounts for maintenance of the transmission line from the Pinnacles Hydro generation facility to the Westfork substation. Taxes on electric infrastructure and facilities located outside of the City of Danville are also included in electric transmission.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Personnel Services	\$ 192	\$ -	\$ -	\$ -	\$ -
Employee Benefits	24	-	-	-	-
Purchased Services	-	224,728	75,000	75,000	-
Other Operating Expenses	91,531	94,935	115,000	115,000	-
Totals	\$ 91,747	\$ 319,663	\$ 190,000	\$ 190,000	\$ -

Personnel

There are no employees specifically assigned to electric transmission. Hourly employees may charge a portion of their time to electric transmission through the work order system.

Description

Electric debt service budgets and accounts for the retirement of principal for general obligation bonds for the treatment division of the Electric fund.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Debt Service	\$2,668,919	\$2,606,067	\$2,686,600	\$ 2,916,660	\$ 230,060
Totals	\$2,668,919	\$2,606,067	\$2,686,600	\$ 2,916,660	\$ 230,060

Description

The purpose of the Capital Improvement Program is to ensure the orderly expansion or modification to the electric system for improved customer reliability, to allow future growth, and improve operational efficiency. This is accomplished by construction and/ or modifications to the distribution system, transmission system, and substations and implementation of computer applications.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Personnel Services	\$ 820,601	\$ 600,005	\$ 974,330	\$ 1,024,960	\$ 50,630
Employee Benefits	103,676	79,876	149,510	144,040	(5,470)
Purchased Services	6,769,461	4,543,445	251,000	355,000	104,000
Internal Service	195,479	144,269	202,500	185,300	(17,200)
Other Operating Exp	2,147,203	4,481,025	1,596,160	1,527,470	(68,690)
Capital Outlay	304,098	2,224,502	309,400	137,320	(172,080)
Debt Service	-	-	-	500,000	500,000
Transfer Out	-	7,329	-	131,440	131,440
Capital Projects	-	130,000	1,000,000	-	(1,000,000)
Contingency Approp	-	-	500,000	500,000	-
Totals	\$ 10,340,518	\$ 12,210,451	\$ 4,982,900	\$ 4,505,530	\$ (477,370)

Personnel

While there are no employees exclusively or specifically assigned to capital projects, hourly power and light employees are accounted for within capital projects through our work order system. Full-time Equivalents as budgeted are listed below.

Position Title	FY 2019 FTEs	FY 2020 FTEs
ELECTRIC GROUNDWORKER		0.570
ELECT LINE OH/UG EQUIP OPER	0.6	1.140
ELECTRIC LINE TECHNICIAN I	3.42	0.570
ELECTRIC LINE TECHNICIAN II	4.56	5.700
ELECTRIC LINE TECHNICIAN III	4.56	5.130
ELECTRIC LINE CREW SUPERVISOR	2.85	2.850
ELECTRIC VEGETATION ROW SUPER		0.570
ELECTRIC RIGHT OF WAY TRIMMER		1.710
Total	15.990	18.240

Goals

Improve reliability by identifying potential failing hardware and equipment and making the right decisions on replacing to ensure service to all electric customers.

Description

Electric Non-Capital accounts for Home\$ave, Danville Utilities' residential energy efficiency rebate program and Custom\$ave, Danville Utilities' commercial and industrial energy efficiency rebate program. In addition, to rebates, advertising, promotion and contractor expenses are accounted for within Electric Non-Capital. In Fiscal 2019, funding for the program was sourced from unexpended balances of closed capital projects.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Purchased Services	\$260,381	\$228,169	\$ -	\$ -	\$ -
Other Operating Exp	-	1,682	-	-	
Debt Service	169,963	127,351	-	-	-
Totals	\$430,344	\$357,202	\$ -	\$ -	\$ -

Personnel

There are no employees accounted for within "Electric Non Capital" however the Key Accounts Manager administers Home\$ave and Custom\$ave, our energy efficiency programs.

Goals

Continue marketing the Danville Utilities Home\$ave and Custom\$ave programs to residential and C&I customers. This program lowers our overall system capacity and reduces our peak demand. It also avoids new generation from being build.

Description

Utilities administration is responsible managing and providing leadership to all five utilities. Additional responsibilities include leveraging opportunities to make improvements to the City's water, wastewater treatment, natural gas, electric and telecommunication systems to benefit all ratepayers.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Personnel Services	\$ 829,441	\$ 876,149	\$ 792,770	\$ 829,480	\$ 36,710
Employee Benefits	162,574	129,049	167,900	175,320	7,420
Purchased Services	409,104	343,141	526,280	362,880	(163,400)
Internal Service	49,736	50,256	35,420	74,020	38,600
Other Operating Expenses	118,332	153,341	201,520	154,470	(47,050)
Cost Allocation	(290,640)	(308,086)	(352,310)	(307,490)	44,820
Capital Outlay	471	4,674	1,080	930	(150)
Reimbursement	-	-	74,930	50,000	(24,930)
Transfer Out	-	50,000	-	-	-
Totals	\$1,279,018	\$1,298,524	\$1,447,590	\$ 1,339,610	\$ (107,980)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
SENIOR SECRETARY	1.00	1.00
DIRECTOR OF UTILITIES	1.00	1.00
PUBLIC INFORMATION OFFICER	1.00	1.00
KEY ACCOUNTS MANAGER	1.00	1.00
SR APPLICATION SUPPORT SPECLST	1.00	1.50
DIVISN DIR OF SUPPORT SERVICES	1.00	1.00
SENIOR ACCOUNT CLERK	2.00	2.00
ACCOUNTANT II	1.00	1.00
WAREHOUSE STOCK CLERK	3.00	3.00
UTILITIES WAREHOUSE MANAGER	1.00	1.00
TRAINING & SAFETY MANAGER	1.00	1.00
Total	14.00	14.50

Accomplishments

Complete 2019 cost of service/biennial rate study to accurately collect revenue for the services provided by Danville Utilities. Explore opportunities for cost improvements natural gas and electric supplies to benefit ratepayers.

Goals

Complete next phases in the long-term capital plans in gas, water, and electric funds. Continue to promote and expand the nDanville network without relying on any debt. Promote a safe working environment that relies on continued education, inspection, and equipment testing.

Description

This activity has been reassigned to the Finance Department, Customer Accounting Division in the General Fund. The Electric Fund reimburses the General Fund for the cost of this activity. See Electric Administration, Cost Allocation.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures					
Personnel Services	\$ 601,963	\$ 579,754	\$ 638,010	\$ -	\$ (638,010)
Employee Benefits	119,342	88,753	133,600	-	(133,600)
Purchased Services	140,234	15,816	145,020	-	(145,020)
Internal Service	17,514	18,228	17,760	-	(17,760)
Other Operating Expenses	354,664	517,923	504,170	-	(504,170)
Debt Service	2,424	6,616	2,600	-	(2,600)
Totals	\$1,236,141	\$1,227,090	\$1,441,160	\$ -	\$ (1,441,160)

Personnel

Effective FY 2020 Personnel have been reassigned to the Finance Department, Customer Accounts Division.

Position Title	FY 2019 FTEs	FY 2020 FTEs
DIVISN DIR OF CUSTOMER SERVICE	1.00	
CUSTOMER SERVICE REPRESENTATIV	8.00	
SR CUS SERVICE/TRAINING REP	1.00	
UTILITY BILLING CLERK	3.00	
UTILITY SPECIAL BILLING CLERK	2.00	
SENIOR UTILITY BILLING CLERK	1.00	
AMI SUPPORT TECHNICIAN	1.00	
TOTAL	17.00	

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: Street Light Upgrade Program
Project No: TBD

Department: Utilities
Division: Power & Light
Section: Distribution

Description:

This project will verify the light inventory with updated information and GIS mapping. A photometric mobile will create a lighting profile of the City's main thoroughfares indicating where the City is over or under lit according to VDOT requirements and lighting laminating specifications. The master plan will include recommendations for the historic district, entertainment zones, economic development and residential areas. Using existing structures where feasible, existing lights will be replaced with LED or other energy-efficient lighting. The upgrade will result in citizen satisfaction, improved public safety, and reduced maintenance expenses. Energy consumption will be reduced by approximately 65% at project completion with improved lighting performance. Replacement will begin with streetlights followed with area lighting upgrades.

Justification:

Danville's existing street lights include 3680 obsolete mercury vapor lights and approximately 5150 additional lights. All of these will be upgraded to state of the art energy efficient fixtures enabling Danville to sustain a high level of operational efficiency. Lighting levels throughout the City will be adjusted to meet or exceed national standards, and VDOT and pedestrian requirements for safety.

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Bonds		1,500,000	-	-	-	-	1,500,000
Total Funding Sources		1,500,000	-	-	-	-	1,500,000

Goals/Milestones:

FY 2020	Phase 2 of this project. The funding requested will complete the project and switch all street lighting over to LED. Phase one consisted of approximately 4,000 lights and phase two will consist of approximately 4,500 lights.
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Line Rebuilds/25 kV Conversion
Project No: TBD

Department: Utilities
Division: Power & Light
Section: Distribution

Description:

Rebuilds and Reconductoring or three phasing of various line sections will allow Danville Utilities to remediate loading and/or service problems, allow for areas to be alternately fed, and support future growth. The work for 25kV voltage conversion will reinsulate various line sections for operation at 25 kV. The project will help address the utility's low load density service territory to the east, west and north. The lines in these areas have small conductors with four to nine mile tap lines and high customer counts. The traditional means of reconductoring multi-phasing lines to address growth and quality of service are not cost effective at \$170,000 per mile. Reinsulating these areas to operate at 25kV/14.4 V is forecasted at \$10 - \$12 thousand per mile.

Justification:

Line rebuilds and reconductoring will provide electrical capacity for alternate feeds and to support future growth. The 25kV reconductoring work will improve the voltage profile and decrease load and losses on the circuit.

Comments:

N/A

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Bonds	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
Total Funding Sources	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000

Goals/Milestones:

FY 2020	Construct System improvements to maintain level of service and reliability standards
FY 2021	Construct System improvements to maintain level of service and reliability standards
FY 2022	Construct System improvements to maintain level of service and reliability standards
FY 2023	Construct System improvements to maintain level of service and reliability standards
FY 2024	Construct System improvements to maintain

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION

Project Title: System Reliability Inspections
Project No:

Department: Utilities
Division: Power & Light
Section: Distribution

Description:

This project provides for the inspection and replacement of poles, overhead lines, equipment and pad-mounted equipment. Danville Utilities contracts with various contractors to infrared scan transformers for hot spots, listen for RF noise to determine failing equipment, and using drone technology to survey transmission lines.

Justification:

The National Electric Safety Code (NESC) requires all in-service equipment to be inspected at specified intervals

Comments:

N/A

Funding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Utility Revenues		500,000	400,000	500,000	500,000	500,000	2,400,000
Total Funding Sources		500,000	400,000	500,000	500,000	500,000	2,400,000

Goals/Milestones:

FY 2020	Inspection and replacment of poles, overhead lines and equipment
FY 2021	Inspection and replacment of poles, overhead lines and equipment
FY 2022	Inspection and replacment of poles, overhead lines and equipment
FY 2023	Inspection and replacment of poles, overhead lines and equipment
FY 2024	Inspection and replacment of poles, overhead lines and equipment

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Substation Upgrades
Project No: TBA

Department: Utilities
Division: Power & Light
Section: Substations

Description:

This project provides for the evaluation and replacement or rehabilitation of all substation transformers. This project proposes to rebuild substations to open air configuration due to age and equipment failure. Substations will be systematically evaluated and rehabilitated.

Justification:

Most of the substation transformers were installed in the 1970s. Many are approaching or have exceeded their life expectancy of thirty years. This project will initially evaluate the transformers and identify and prioritize potential problems. Additional subprojects will be developed for each replacement or rehabilitation.

Comments:

This project provides for the evaluation and replacement or rehabilitation of all substation transformers. This project proposes to rebuild substations to open

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Bonds	3,000,000	2,000,000	2,000,000	2,000,000	2,000,000	11,000,000
Total Funding Sources	3,000,000	2,000,000	2,000,000	2,000,000	2,000,000	11,000,000

Goals/Milestones:

FY 2020	Kentuck Substation
FY 2021	Whitmell Substation
FY 2022	Westover Substation
FY 2023	Southside substation
FY 2024	Airside Substation

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Behind the Meter Generation
Project No: TBD

Department: Utilities
Division: Power & Light
Section: Load Management

Description:

Funding to interconnect the new Whitmell and Ringgold Solar farms approved by City Council in September of 2018. The funding will allow for system improvements such as taller poles and large wire to allow interconnection to the solar farms. These projects will be fully completed in FY20.

Justification:

Will allow 22 megawatts of behind the meter solar generation.

Comments:

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Bonds	1,500,000	-	-	-	-	1,500,000
Total Funding Sources	1,500,000	-	-	-	-	1,500,000

Goals/Milestones:

FY 2020	Provide interconnection from two new solar arrays to system
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A
FY 2024	N/A

**FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Weatherization - Energy Efficiency
Project No: 90101

Department: Utilities
Division: Power & Light
Section: Administration

Description:

Within the Energy Efficiency plan, there are currently multiple City Council-approved energy efficiency and incentive programs that were designed to benefit all Danville Utilities customers, including comprehensive rebate programs for residential, commercial, and industrial electric customers. The program is now funded through utility revenue, reprogrammed funds or project balance (as identified annually).

Justification:

This project will not need any funding for FY2020. Will re-evaluate for FY 2021.

Comments:

N/A

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Electric Fund Balance	-	500,000	500,000	-	-	1,000,000
Total Funding Sources	-	500,000	500,000	-	-	1,000,000

Goals/Milestones:

FY 2020	N/A
FY 2021	Continue Energy Efficiency program rebate processing, marketing, and program management
FY 2022	Continue Energy Efficiency program rebate processing, marketing, and program management
FY 2023	N/A
FY 2024	N/A

Adopted Budget - FY 2020

Telecommunications

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
Rev-Use Money/Property	48,950	53,030
Charges for Services	632,200	557,600
Miscellaneous Revenue	0	0
Transfer from Fund Balance	0	0
Total Estimated Revenue	681,150	610,630
Operating Expenses		
Administration Services	14,700	12,320
Operations	872,480	907,090
Purchased Services	63,600	57,000
Capital Expenses	105,000	25,000
Capital Projects	600,000	250,000
Total Operating Expenses	<u>1,655,780</u>	<u>1,251,410</u>
Net Operating Income (Loss)	-974,630	-640,780
Add:		
Depreciation	459,200	476,620
Deduct:		
Debt Service Principal	0	0
Capital Expenditures from Current Operating Funds	0	0
Contribution to City's General Fund	81,000	81,000
Contribution To(From) Retained Earnings	<u>(596,430)</u>	<u>(245,160)</u>

TELECOMMUNICATION FUND

ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020-2024

Project/Source	PL#	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Yr Total
nDanville							
Fiber to the Home	60844	\$ 250,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 850,000
nDanville Total		\$ 250,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 850,000
Funding Source:							
Utility Fund Revenues		\$ 4,840	\$ -	\$ -	\$ -	\$ -	\$ 4,840
Telecommunication Fund Balance		245,160	300,000	300,000	-	-	845,160
Total Funding		\$ 250,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 850,000

**TELECOMMUNICATIONS FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2020
FUNDING SOURCES**

	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>n Danville</i>						
Fiber to the Home	\$ 3,570	\$ 246,430	\$ -	\$ -	\$ -	\$ 250,000
Total n Danville	\$ 3,570	\$ 246,430	\$ -	\$ -	\$ -	\$ 250,000
Total Projects:	\$ 3,570	\$ 246,430	\$ -	\$ -	\$ -	\$ 250,000

REVENUE – USE OF MONEY/PROPERTY: This revenue category includes: **Interest on Investments** - All of the City’s funds are invested in secured accounts in an attempt to earn the highest possible return. Investments earnings are a function of the money marketplace and swings in the revenues reflect higher or lower interest rates. **Rental Income** that is offset by vehicle and equipment charges to the division for monthly usage... **Sale-Salvage and Surplus Property** - This revenue represents the sale of surplus vehicles and equipment and funds received from the sale of scrap metal.

CHARGES FOR SERVICES: This revenue category include consumer fees for services. Other revenues in this category include infrastructure charges to other divisions and departments of the City, charges for telephone and internet services to the School system and revenue for line charges, wide access network and internet service for the School systems reimbursed by the federal e-rate program. Other revenues in this category include penalties for non-payment. The change in revenue from FY18 to FY19 is from the loss of the Danville Public Schools e-rate contract. The loss of revenue from FY19-FY20 is from the updated proposed rates from the biennial rate study that will allow services to be closer to market.

MISCELLANEOUS REVENUE: This revenue represents contribution in aid received from the Virginia Department of Transportation.

TRANSFER FROM FUND BALANCE: The transfer from the Telecommunication fund balance is in support of Fiber to the Home, Telecommunication’s Capital Project.

	FY 2017 Actual	FY 2017 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Rev-Use Money & Property	\$ 27,902	\$ 40,214	\$ 48,950	\$ 53,030	\$ 4,080
Charges for Services	1,670,449	1,558,172	632,200	557,600	(74,600)
Miscellaneous Rev	69,223	-	-	-	-
Transfer From Fund Bal	-	-	600,000	246,430	(353,570)
Totals	\$1,767,574	\$1,598,386	\$1,281,150	\$ 857,060	\$ (424,090)

Description

The mission of the Telecommunications Fund is to provide premium network services at affordable costs. The Telecommunications Fund is an e-rate service provider to Danville Public Schools and Pittsylvania County Schools and maintains and operates nDanville, a high-tech fiber optic network. nDanville is currently connected 100 government buildings, 200 businesses, and over 300 residential customers. The City serves its own needs, but is not a commercial telecommunications service provider. nDanville is open to any internet or telecommunications provider. The City and public school districts use nDanville to improve communications and data transmission, support shared use of computer applications and data files enable distance conferencing and learning, expand internet access, monitor and control equipment, and improve the reliability of utility systems.

Expenditures

	FY 2017 Actual	FY 2017 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 120,689	\$ 123,978	\$ 127,580	\$ 127,640	\$ 60
Employee Benefits	23,945	18,381	23,950	24,600	650
Purchased Services	86,144	107,237	103,380	95,490	(7,890)
Internal Service	37,682	39,139	42,050	40,580	(1,470)
Other Operating Exp	19,373	26,352	52,360	17,170	(35,190)
Source of Supply	154,985	55,590	63,600	57,000	(6,600)
Cost Allocation	132,401	114,637	78,660	137,310	58,650
Depreciation	355,894	384,722	459,200	476,620	17,420
Transfer Out	302,000	302,000	81,000	81,000	-
Totals	\$1,233,113	\$1,172,036	\$1,031,780	\$ 1,057,410	\$ 25,630

Personnel

This budget proposes the elimination of one position. The position is vacant.

Position Title	FY 2019 FTEs	FY 2020 FTEs
BROADBAND NETWORK ENGNRNG TECH	2.00	1.00
DIVSN DIR OF TELECOMMUNICATION	1.00	1.00
Total	3.00	2.00

Description

This project includes the expansion of fiber optics into residential communities. To date, nDanville has helped attract economic prospects to Southside Virginia and has passed over 2,000 homes. All industrial parks are nDanville fiber ready. The deployment will continue the residential expansion of nDanville. Revenue accumulated from residential and commercial connections will be reinvested into future neighborhood deployments pending City Council's approval. This project will act as an investment towards the future of our community that is driven by information and technology. The change in revenue from FY18 to FY19 is from the loss of the Danville Public Schools e-rate contract. The loss of revenue from FY19-FY20 is from the updated proposed rates from the biennial rate study that will allow services to be closer to market.

Expenditures

	FY 2017 Actual	FY 2017 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Svcs	\$ -	\$ 950	\$ -	\$ -	
Employee Benefits	-	138	-	-	
Purchased Services	490,335	448,681	92,500	25,000	(67,500)
Internal Services	-	403	-	-	
Other Operating Exp	110,817	156,186	12,500	-	(12,500)
Capital Outlay	20,400	231,063	-	-	-
Capital Projects	-	-	600,000	250,000	(350,000)
Contingency Approp	-	-	-	-	-
Totals	\$ 621,552	\$ 836,333	\$ 705,000	\$ 275,000	\$ (430,000)

Personnel

There are no employees exclusively or specifically assigned to telecommunication capital projects. Installations are performed by contractors.

Accomplishments

In FY19, nDanville was expanded to the Grove Park community passing almost 300 homes. Overall, nDanville has passed over 2,000 homes and has connected approximately 12% of those customers. Customer counts are increasing year-to-year as more customers are using and telling their friends and neighbors about their nDanville experience.

Goals

Continue to expand the nDanville network into the Starmont neighborhood. This area has approximately 1,000 homes and require at least three years to complete. Staff is also reviewing newer wireless technologies that will allow nDanville to be deployed faster without having to deploy fiber in every neighborhood.

FY 2020 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN

PROJECT DESCRIPTION

Project Title: nDanville Ph 3 Fiber to the Home

Department: Utilities

Project No: TBd

Division: Telecommunications

Section: N/A

Description:

This project will involve installing nDanville fiber optics in residential neighborhoods in order to pass approximately 500 homes per year. To date, nDanville has helped attract economic prospects in Southside Virginia and has passed over 1,500 homes. All industrial parks are nDanville fiber ready.

Justification:

The deployment will continue to expand nDanville into residential neighborhoods while operating debt free. The expansion areas will begin to have a positive payback by year three and continue to show profits every year forward. The projects will not rely on taxpayer or utility ratepayer revenue. Revenue accumulated from these residential connections will be reinvested into future fiscal budgets and used for future neighborhood deployments pending City Council's approval. The residential project would act as an investment towards the future of our community that is driven by information and technology.

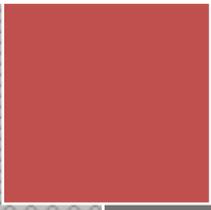
Comments:

N/A

Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Utility Revenues	3,570	-	-	-	-	3,570
Telecommunication Fund Balance	246,430	300,000	300,000	-	-	846,430
Total Funding Sources	250,000	300,000	300,000	-	-	850,000

Goals/Milestones:

FY 2020	Funds will be spent on materials (conduit, fiber optic cable, and electronics) and labor (engineering and construction) to install nDanville accerss to the homes in prospective neighborhoods with approximately 400-500 homes. The neighborhoods will be selected based on customer feedback and from surveying service providers
FY 2021	Funds will be spent on materials (conduit, fiber optic cable, and electronics) and labor (engineering and construction) to install nDanville accerss to the homes in prospective neighborhoods with approximately 400-500 homes. The neighborhoods will be selected based on customer feedback and from surveying service providers
FY 2022	Funds will be spent on materials (conduit, fiber optic cable, and electronics) and labor (engineering and construction) to install nDanville accerss to the homes in prospective neighborhoods with approximately 400-500 homes. The neighborhoods will be selected based on customer feedback and from surveying service providers
FY 2023	N/A
FY 2024	N/A



Financial Policies

City of Danville, Virginia

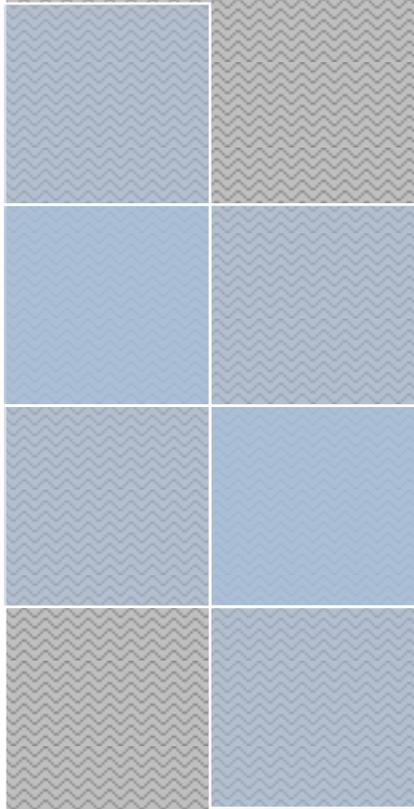


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Approved by Resolution #2011-11.08 of the Danville City Council
November 15, 2011

Introduction: Written, adopted financial policies have many benefits, such as assisting elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City’s stability, efficiency, and effectiveness. Policies are designed to conform to state and local regulations, generally accepted accounting standards, standards set by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA), and best practices employed by other local governments. The City Manager’s “Administrative Policies & Procedures” and operating procedures maintained by municipal departments supplement these Financial Policies.

1. Guiding Principles

The City provides a wide variety of essential and desirable services and facilities to its residents, visitors, businesses, and institutions. The Danville City Council and staff are responsible for managing municipal finances wisely, ensuring adequate funding to meet current and future needs, appropriately accounting for all revenues and expenditures, and complying with all applicable regulations. To satisfy these obligations, the Council and staff are committed to developing a sound financial plan for municipal operations, maintenance, and capital improvements. To achieve this, the City Council:

- Establishes financial policies;
- Sets policy guidance for preparation of operating and capital improvement budgets;
- Adopts budgets for all funds based on adopted policies and in accordance with the City Charter and State laws; and
- Oversees the administration of finances and budgets undertaken by the City Manager.

2. Financial Structure

In accordance with the GASB, the financial structure of the City will be divided into tax-supported governmental funds (including a General Fund to support the governmental services of the City) and self-supporting proprietary funds established for nongovernmental purposes. Proprietary funds will include a series of enterprise funds, which shall be managed as business enterprises supported by

revenues derived by that enterprise. A list of funds with descriptions of each is provided in the Appendix of this document.

3. Budget

The Council will annually adopt a budget that includes funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget will control the levy of taxes and expenditures for all City purposes during the ensuing fiscal year. The City budget will be balanced using approved funding sources, including fund balances. The annual budget will serve as the official plan of services and facility operations intended to accomplish the City's goals and objectives.

3.1 Budget Preparation & Adoption

The budget process is one of the most important undertaken by the City each year. However, the City Charter provides only minimal guidance on how the budget is to be prepared, reviewed, and adopted.* It simply states that

- The City Manager is responsible for preparation of the budget;
- A proposed budget is to be presented to the City Council no later than April 1st;
- No more than 30 days later, after collaboration with the Council, the Manager is to introduce a completed budget;
- A brief synopsis of the budget is to be published in the newspaper and Council is to conduct a public hearing; and
- The budget is to be adopted before July 1st.

The City Council and City Manager will exceed the minimum requirements by starting the process earlier, providing more direct Council guidance along the way, and encouraging more active public engagement throughout the process, including during the City Manager's budget preparation process. The City Council will similarly exceed minimum requirements in conducting additional budget hearings and encouraging public input through not only providing testimony at hearings, but also through e-mails, social media tools, telephone calls, and direct discussion. The budget process undertaken by Council and staff will endeavor to

- Maintain a transparent process;
- Provide a steady flow of readily available information to the public;
- Inform, involve, and engage the public;
- Identify and consider issues and concerns of the public; and

* City Charter, §3-3, §8-6, and §8-7

- Achieve public understanding, if not acceptance, of trade-offs and decisions made in adopting a balanced budget.

3.2 Revenue & Expenditure Forecasts

Budget revenue estimates will be conservative, yet realistic. Expenditure estimates will fully cover, but not overstate, projected costs. A five-year forecast of General Fund revenues and expenses will be prepared at the beginning of each budget process to help determine if projected revenues can sustain current services. The City Council will consider the five-year forecast and other information provided and set priorities and offer guidance at the outset of the City Manager's annual budget preparation process. Council will additionally at that time make desired modifications to Financial Policies that might affect the budgeting process.

The City will avoid dependence on temporary or unstable revenues to fund main-stream municipal services. The City will not use one-time revenues to fund ongoing operational costs. Neither will debt be used to fund current expenditures. The City will strive to maintain a reasonable real estate tax rate and will only consider upward adjustments to the property tax as a last resort.

If a deficit is projected for the coming fiscal year, the City will take steps to reduce expenditures and/or increase revenues. If a deficit is caused by emergency or temporary economic conditions, Council may consider a transfer from the Budget Stabilization Fund or the Unassigned Fund Balance to balance the budget as described in Policy 4.

3.3 Service & Facility Charges

Many services and facility uses are allowed by the City without additional charge. Examples include general use of parks and emergency responses by police officers. Services or facility uses that solely benefit an individual or group and can be practicably controlled and priced will be provided at reasonable fees. The City will maximize the application of user charges rather than depending on general revenues and subsidies from other City funds for services so identified and where costs are directly related to the level of service provided. The following principles will apply in establishing user fees:

- City staff will provide services and facilities as efficiently as is possible to keep user fees reasonable and affordable.
- City Council will determine under what circumstances cost subsidies, discounts, or waivers will be granted.
- User fees will otherwise be set at levels that recover full costs, including all direct, capital and facility wear and tear, and overhead expenses.

- Reimbursable work performed by the City shall be billed at actual costs except in cases where firm estimates and/or “not-to-exceed” prices were quoted to a client.
- Where practical, user charges shall be comparable to other neighboring cities and private sector providers. In the interest doing no harm to other local service and facility providers, whether in the private or non-profit sectors, the City will avoid undercutting rates charged by others in Danville.

Departments that impose fees or service charges will prepare and/or update them for inclusion in the annual budget process. Responsibility for consideration and adoption of fees is assigned to the City Council or its boards and commissions as authorized* The City will maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated.

3.4 Budget Contingency Accounts

Annual budgets will be stripped of informal contingency accounts to protect against expenditure overruns. The City Manager will instead propose appropriation of Contingency Accounts in the General Fund and each utility fund to cover unanticipated expenditure needs. The Contingency Account for each applicable fund shall be established at a minimum of \$100,000. If approved by City Council through its appropriation of the budget, Contingency Accounts will be used at the direction and approval of the City Manager.

3.5 Capital Improvement Plan

In addition to the operating budget, the City Manager will annually submit a five-year Capital Improvement Plan (CIP) for review by Council. The CIP will include new or expanded facilities; infrastructure projects; extraordinary maintenance projects; land acquisition; special initiatives such as blight eradication or River District revitalization; large equipment items such as fire trucks; and large computer, telecommunications, and other technology investments. Normally, any such expenditure of \$50,000 or more will be included in the CIP. As with the operating budget, items included in the CIP are those considered necessary to maintain public services and facilities. The CIP will show proposed expenditures and associated revenue sources. Current revenues and grants are the preferred methods of financing rather than borrowing. Operating impacts of CIP elements will be will be reported in the plan.

3.6 Legal Level of Control

Budget appropriations shall be legally controlled at the fund level. The City Manager is delegated authority to administer the budget within appropriated fund levels. In accordance with state code, municipal appropriations made to the

* For example, by the Danville Utility Commission in the case of non-consumption fees and charges associated with the City's utilities.

Danville Public Schools (DPS) are administered independently under the authority of the School Board. The DPS is allowed to carry forward \$1 million of its unencumbered municipal appropriation at the end of each fiscal year without further consideration and approval by the City Council.

3.7 Budget Administration

The City Manager and department directors are responsible for continuously monitoring revenues and expenditures and for carefully administering adopted budgets. The City Council will receive monthly financial reports and briefings. Council's boards, commissions, and committees charged with budgeting responsibilities will similarly be kept informed.

The City will take immediate corrective actions if, at any time during the fiscal year, expenditure and revenue estimates are such that an operating deficit is projected at year-end. Corrective actions may include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The City Council may approve additional measures as appropriate.

4. Fund Balances

Sufficient reserves must be retained by the City at all times to provide financial stability. A properly sized and configured fund balance in each operating fund is essential in accomplishing this. The Governmental Accounting Standards Board requires that General Fund balance elements be structured in five categories that span a continuum of use constraints that classify a fund's net resources from those that have the most constraints placed on their use to the least. What was formally accounted for as the "unrestricted" fund balance is now separated into "assigned" and "unassigned" fund balance accounts.*

- Nonspendable Fund Balance -- amounts that cannot be spent because of form (such as inventory) or because of legally or contractual requirements (such as the principal of an endowment fund, pre-paid items, or long-term receivables).
- Restricted Fund Balance -- amounts that are constrained to being used for a specific purpose by external parties (such as grantors, bondholders, or the state or federal governments), through constitutional provisions, or by enabling legislation. Such restrictions normally cannot be removed by City Council.
- Committed Fund Balance -- amounts committed by ordinance for specific purposes by the City Council itself. Council can likewise remove such constraints through an amending ordinance. These relate to expenditures that are not expected to occur routinely. Examples

* GSAB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions," effective for fiscal periods beginning after June 15, 2010.

include reserves established by Council to construct a new facility or to purchase property for an industrial park.

- Assigned Fund Balance -- amounts that Council sets aside for specific purposes, but with fewer restrictions than intended with restricted or committed fund balance amounts. Examples include the City's special revenue, capital project, debt service, and budget or rate stabilization funds.
- Unassigned Fund Balance -- amounts that have not been restricted, committed, or assigned and are therefore available for any Council-authorized purpose.

In the case of municipal funds other than the General Fund (for example, utility and enterprise funds) assigned and unassigned fund balances remain combined in "unrestricted" fund balance accounts.

4.1 Unassigned & Unrestricted Fund Balances

Unassigned or unrestricted fund balances are important in maintaining financial stability and are considered by bond rating agencies as key indicators of credit-worthiness. They provide the financial resources to deal with emergencies, natural disasters, precipitous economic downturns, revenue shortfalls, and unanticipated expenditures. They also provide cash flow liquidity in responding to fluctuations in major revenue sources, such as with property tax receipts. Unassigned and unrestricted balances themselves generate revenue through investment interest earnings.

The City Council designates the following minimum levels for unassigned and unrestricted fund balances:

- General Fund -- The unassigned General Fund balance shall be maintained at a level not less than 20% of operating revenues.
- Utility Funds -- The Water, Wastewater, Gas, Electric, and Telecommunications Funds shall maintain unrestricted fund balances equal to at least 90 days of average operating and maintenance expenses, inclusive of transfers to the General Fund, plus 90 days of the next fiscal year's debt service payments.

During recent years, the Wastewater Fund has been running a deficit and has depleted its unrestricted fund balance. The City's goal is to bring the Wastewater Fund into compliance by FY 2017. During this time, the combined Utility Funds will collectively adhere to this unassigned fund balance policy, meaning the other utility funds will maintain higher than normal levels of cash reserves.

- Other Funds -- The City's other enterprise, internal service, special, and fiduciary funds will be budgeted to fully cover expenses but will not at this time be subjected to unassigned or unrestricted fund balance standards.

Actual fund balance levels may rise and fall during the fiscal year, but will be restored to designated levels during the annual budgeting process. An appropriation from an unassigned or unrestricted fund balance that would result in the balance falling below its designated level requires a majority plus one vote of Council (with six of nine members voting “aye”). No such vote shall be taken until the Council receives a briefing from the City Manager that identifies potential ramifications of the appropriation and includes a financial plan to restore the unassigned or unrestricted fund balance to its designated minimum level within two years.

Because the City’s budgets are based on appropriately conservative revenue and expenditure budget projections, it is to be expected that at least some surplus revenue will be added to fund balances at the end of each fiscal year. Surpluses may be appropriated for specific expenditures by the City Council or assigned to fund balance accounts, normally to unassigned or unrestricted fund balances. Unassigned and unrestricted fund balances in excess of established minimum levels may be appropriated by Council for nonrecurring expenditures such as unanticipated budget shortfalls, economic development incentive payments, special projects, acquisition of real property, capital purchases, local matches for grants, pre-payment of existing debt, prepayment of equipment maintenance contracts, and one-time employee pay bonuses. Except during periods of economic recession or under unusual circumstances, excess funds will not be used to support routine operating expenditures. Nor will availability of excess cash reserves be allowed to supplant prudent budgeting practices.

4.2 General Fund Budget Stabilization Reserve

Amended by Resolution 2015-05.03 of the Danville City Council, May 5, 2015

As part of the FY 2012 Budget process, the City Council authorized creation of a Budget Stabilization Fund as part of the General Fund’s assigned fund balance using revenues in excess of its designated 20% unassigned fund balance level. The Budget Stabilization Fund will not be used to finance new or expanded services. It is instead intended to help sustain municipal operations during times when revenue sources such as property, sales, meals, and business tax receipts are sluggish due to continuing effects of the economic recession or continuing response to emergencies. As it deems appropriate, the City Council will appropriate revenue from the Budget Stabilization Fund for use during the current or coming fiscal year to sustain current municipal service levels.

The fund is subject to the following restrictions:

- There is no designated minimum size for the Budget Stabilization Fund. It may, from time to time, be drawn down significantly or even depleted entirely. The fund does, however, have an upper limit. Its maximum size will not exceed a balance of \$3,000,000. *(R2015-05.03)*

- The Budget Stabilization Fund will retain interest earnings on the balance of revenues held in the fund.
- After allocation of surplus revenues to designated fund balance reserves, up to one-half of remaining General Fund revenue surpluses will be transferred to the Budget Stabilization Fund at the closing of each fiscal year, subject to its aforementioned maximum size limit.
- The Budget Stabilization Fund is not to be used to offset minor revenue shortfalls. Appropriations from the fund to balance the coming year's budget will be made only in the event that total projected ongoing General Fund revenues are expected to decline more than one percent below the current year's estimated receipts.
- As the Budget Stabilization Fund has no direct revenue source of its own to replenish expended resources, care will be taken in its use.
- Use of the Budget Stabilization Fund will not take the place of prudent budgeting practices that carefully establish appropriate services and service levels, properly maintain municipal facilities, undertake important initiatives, and set fees, charges and taxes necessary to pay associated expenditures.
- Spending cuts or other cost-saving measures must be undertaken in combination with use of Budget Stabilization Fund revenues.

5. Utility Contributions to the General Fund

The Electric, Gas, Water, Wastewater, and Telecommunications Fund all make contributions to the General Fund at levels meant to approximate taxes that would be paid to the City were these enterprises run by private sector utilities, as well as profit that would be earned by shareholders. Total utility fund transfers budgeted for FY 2013 amount to \$14,382,000, constituting approximately 15% of General Fund revenues.

FY 2013 Utility Fund contributions to the General Fund are designated as the base rates for these transfers. Transfers from the Telecommunications Fund are handled separately because its primary customers are the City itself and the Danville Public Schools.

FY 2013 General Fund
Contribution Amounts

Electric Fund	\$ 9,562,610
Gas Fund	2,906,330
Water Fund	933,300
Wastewater Fund	677,760

To emulate tax burdens imposed on taxable utilities in other communities, transfers from Utility Funds to the General Fund will be increased based on the growth in net fixed assets. The increase in the transferred amount from a utility fund will be calculated on the basis of half of the average proportional growth of that fund's net fixed assets (fixed assets less depreciation) over the previous five fiscal years, rounded to the nearest thousand. In order to preserve the City's credit score with American Municipal Power, the Electric Fund will have the additional requirement that a minimum of six months cash reserves be maintained.* In no event will contributions from the Electric, Gas, Water, and Wastewater Funds be reduced from one year to the next. Applicable adjustments in the General Fund contributions will be implemented every other year as part of the biennial utility rate studies.

* Cash reserves = [annual operating expense (excluding purchased power cost and depreciation) + regular capital maintenance + capital improvements] X (.50 or 180 days/ 360 days)

This does not change the City's Fund Balance Policy, but rather guarantees American Municipal Power the City's Policy will meet or exceed their requirements.

6. Biennial Utility Rate Studies

Under the direction of the Danville Utility Commission, the City shall undertake a utility cost-of-service and rate study every two years. The City will endeavor to set utility rates that are consistently

- Fair, just, and reasonable;
- As low as is prudently possible;
- Structured in a fashion consistent with best utility practices; and
- Generate revenue sufficient to
 - Support continued provision of reliable, safe, environmentally responsible, high quality service;
 - Sustain infrastructure required to accommodate economic development; and
 - Generate sufficient revenue to meet established General Fund contribution obligations.

7. Vehicle Replacement

The City's vehicles are to be used in a fashion that yields the highest possible return on investment. Factors taken into account in determining when each vehicle is replaced will include safety, cost of operation, and resale value. When prudent to do so, a vehicle may be transferred after a time from an organizational unit with intense vehicle operating requirements (i.e., Police Patrol) to another with lower operating demands (i.e., Police Detectives or Building Inspections). While each will be retained as long as it can be driven safely and cost-effectively, the following guidelines will be used for replacing vehicles and large equipment items.

Replacement Guidelines

Sedans, & Bucket or Digger Derrick Trucks	10 years or 100,000 miles
Pickup Trucks & Vans	12 years or 100,000 miles
Other Equipment	12 years or 10,000 hours

Old vehicles replaced by new ones will be sold as soon as practicable. The City will avoid "fleet creep" wherein use of old, replaced vehicles is continued. If additions to the fleet can be justified, they will be included in the City Manager's proposed budget and considered by City Council.

The City's utilities finance their own fleets. Vehicles operated by General Fund departments and other funds are financed through the Motorized Equipment Fund. Vehicle rental rates are charged for applicable vehicles at rates established by the City Manager. Rental rates are reviewed annually and revised as needed to ensure that sufficient funds are available to replace vehicles.

8. Investments

Investment of revenues will be made in conformance with best practices to meet four primary objectives:

- Safety – to preserve invested funds with minimal risk of loss
- Diversity – to avoid excessive market risk
- Liquidity – to maintain sufficient to meet cash flow and operating requirements
- Yield – to produce maximum interest earnings

City Manager is responsible for control of City revenues. Responsibility for investing idle funds is delegated to the Finance Director.

All excess cash, except for cash in certain restricted and special accounts, will be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance. Interest earnings shall be distributed to the individual funds not less than annually.

9. Debt Management

City recognizes the primary purpose of facilities and equipment is to support provision of public services. Using debt financing to meet the capital needs of the community, the City must balance between debt financing and "pay-as-you-go" methods. The City realizes failure to meet the demands of growth may inhibit its continued economic viability but also realizes too much debt may have detrimental effects.

9.1 General Authority

The Constitution of Virginia and State Code authorizes localities to issue debt within certain limitations. The Constitution restricts the amount of General Obligation debt – that is, debt payable from general municipal revenues and backed by the full faith and credit of a city – to 10% of the assessed valuation of real property in the jurisdiction plus any applicable limitations set forth in the city's charter. In determining the debt applicable to the 10% legal debt limit, the following types of debt are excluded:

- Notes issued in anticipation of the collection of revenue and maturing within 12 months;
- Bonds secured by the full faith and credit of the municipality, for which the principal and interest payments are made with revenues earned by the utility or facility (double-barrel bonds);
- Bonds of the municipality, the principal and interest on which are payable exclusively from the revenues and receipts of a utility system or other specific undertaking from which a city may derive a revenue (revenue bonds); and
- Financial instruments on which the debt service payments are contingent upon annual appropriations by the governing body (lease purchase agreements and reimbursable agreements).

With the following exceptions, the City Charter is more restrictive in providing that no debt shall be issued until approved by a majority of the qualified voters at an election. Issuance of the following may be authorized by City Council without voters' approval:

- Up to \$6 million of bonds in any one fiscal year to finance capital expenditures, excluding capital improvements related to water, sewer, gas, and/or electric improvements.
- Up to \$10 million of bonds in any one fiscal year to finance capital expenditures relating to the City's water, sewer, gas, or electric systems or other undertaking from which the City may derive a revenue.
- Up to \$25 million of bonds or notes in anyone fiscal year for capital expenditures relating to the City's water treatment, wastewater treatment, stormwater treatment, solid waste disposal, or recycling facilities, and any extraordinary maintenance improvements or expansions of transmission, and distribution infrastructure for the electric or gas systems.
- Bonds of any amount necessary to pay costs or expenditures related to annexation.
- Refunding bonds issued to refinance existing debt.
- Notes issued in anticipation of revenue not to exceed \$500,000 with a maximum maturity of 24 months.
- Contractual obligations other than bonds and notes, such as lease-purchase contracts.

9.2 City of Danville Standards

The City will maintain the following standards to ensure a higher level of financial security than that afforded by meeting minimum State standards:

- Debt to Assessed Value: Debt supported by General Fund tax revenue will not exceed 3.0% of total taxable assessed value of property within City limits. For the purposes of calculating this ratio, assessed value shall include real property and personal property.
- Debt Service to Expenditures: Debt service paid from general tax revenue will not exceed 10% of total General Fund Expenditures, including transfers out.
- Debt Payout Ratio: The City will structure its bond issues to maintain an overall 10-year payout ratio (the amount of principal retired within 10 years) of not less than 60%.
- Derivatives: The City will not use interest rate exchange agreements, swaps, or other derivatives in managing its debt portfolio.

Other standards adhered to by the City of Danville include the following:

- No debt will be issued until an ordinance has been adopted by Council by affirmative vote of two-thirds (six of nine) of its members.

- Long-term borrowing for capital improvements will be confined to such improvements and projects that cannot be reasonably financed from current revenues.
- In consideration of bond issue cost, bond issues shall be appropriately sized, preferably not less than \$3 million. Several projects may be grouped together in a single bond issue. However, no single project element should cost less than \$100,000, as lower level expenditures will be included in operating budgets and financed with current revenues.
- Capital improvements that are financed by issuing general obligation bonds, revenue bonds, or other long-term debt, including lease-purchase obligations, will be repaid within a period not to exceed the expected useful life of the improvement.
- Unless required to be credited to a trustee held account by requirements of a trust indenture, it is the accounting policy of the City to recognize temporary investment earnings on bond proceeds in the General Fund in order to match transfers out to the Debt Service Fund for bond interest expenditures.
- To maintain a predictable debt service burden, the City will give preference to debt that carries a fixed interest rate. However, consideration may be given to variable rate debt. Conservative estimates will be used in budgeting variable rate debt service interest expenses. Variable rate debt will be limited to no more than 20% of total outstanding debt.

9.3 Long & Medium-Term Debt

The City makes use of general obligation and revenue bonds for debt financing normally extending over 20 to 30 years and lease-purchase financing for debt paid over five to 10 years.

- General Obligation Bonds -- General obligation bonds will be used for public improvement projects that have a direct benefit to the citizens of Danville. General obligation bonds may be used to finance utility projects if doing so is more cost effective than using revenue bonds. G
- Revenue Bonds -- The City uses revenue bonds to finance utility projects when general obligation bonds are not feasible or cost effective. R
- Lease-Purchases -- Lease-purchase obligations, bonds, or other debt instruments may be used as a medium-term (4 to 10 years) method of borrowing for the financing of vehicles, specialized L

equipment, or capital improvements. Assets with a longer useful life may be lease financed if it is determined it is in the City's best interest. The equipment or improvement must have an expected life of more than five years and cost in excess of \$100,000. Such debt will be paid before expiration of the expected life of the equipment or improvement acquired.

9.4 Short-Term Debt

The City's policies regarding fund balance and unrestricted cash reserves are designed to eliminate the need to borrow to meet operating cash flow requirements. However, from time to time, as part of an overall plan to stabilize utility rates and manage its utility business over a multi-year planning period, the City may borrow on a short-term basis through the issuance of short-term notes or through the procurement of a line of credit. Security for the notes or line of credit may include a pledge of utility revenues on a gross or net basis or the general obligation pledge of the City. Bond Anticipation Notes (BANs) may be issued for capital related cash purposes to reduce the debt service during the construction period of a project or to provide interim financing. BAN financing is limited to five years or less.

10. Capitalization

Capital costs are costs incurred on the purchase of land, buildings, construction and equipment to be used in the provision of municipal services. Capital costs do not include labor costs except for labor used for construction. Unlike operating costs, capital costs are one-time expenses, although payment may be spread out, or "capitalized," over many years in financial reports. Capital outlays are budgeted as expenditures during the applicable fiscal year and then as fixed assets in financial statements thereafter. The threshold for capitalizing capital assets is \$5,000 for equipment, \$25,000 for capital leases, and \$100,000 for infrastructure and buildings. Capitalization thresholds are applied to individual, rather than to groups of fixed assets. Fixed asset accounts are not treated as having cash value in governmental accounting.

The following policies apply to the capitalization of fixed assets:

- Capital assets are reported as the sum of the initial invoice cost, the value of any trade-in for equipment items, installation cost excluding in-house labor, and ancillary charges, such as freight and transportation charges, site preparation costs, and professional fees. Interest costs for borrowed funds are capitalized for construction projects only.
- Donated capital assets are valued at their estimated fair market value on the date donated.
- Maintenance, repairs, and minor equipment are charged to operations when incurred and are booked as fixed assets in the event

they materially change capacities or extend useful lives of capital assets.

- Depreciation of fixed assets is recorded over applicable useful lives on a straight-line basis.
- Upon the sale or retirement of land, buildings, and equipment, the cost and related accumulated depreciation, if applicable, are eliminated from the respective accounts, and any resulting gain or loss is included in current year's operations.

11. Grants

City departments will take full advantage of state, federal, business, and foundation grants to achieve municipal goals and objectives. The City Manager will ensure that required matching funds are available before making application for grants and that careful consideration is given to administrative and regulatory requirements, as well as accommodation of ongoing operating costs. Grants that require budget adjustments to authorize increased expenditures are taken to City Council in the form of proposed budget ordinance amendments.

12. Pay Adjustments for City Retirees

Amended by Resolution 2014-06.01 of the Danville City Council, June 3, 2014

Chapter 32 of the City Code establishes the Employees' Retirement System (ERS) of the City of Danville for the purpose of providing a pension benefit to City employees upon retirement. The City strives to provide a pension benefit that is competitive in order to hire and retain a highly skilled workforce. However, pension benefits must also be affordable and the ERS plan must maintain a healthy funded status with sufficient investment earnings and City contribution levels that are sustainable within the City's budget. This ensures the City's ability to provide a promised benefit to both current and future retirees.

The pension benefit shall be calculated according to Chapter 32, Article III of the City Code. The City will not grant post-retirement cost-of-living increases for its retirees through the ERS. However, in the event that the following criteria are met, lump sum ad-hoc pension bonuses of up to one-half of the retiree's base pension payment may be appropriated by City Council from current operating revenues as part of the annual personnel expense budget. Only those hired before July 1, 2014 are eligible to receive bonuses. The following criteria will be used to consider provision of such bonuses:

1. The cumulative inflation growth since the most recent pay adjustment for retirees as measured by the "All Urban Consumers Consumer Price Index" (CPI-U) has been at least 5%;

2. The Retirement System's funded status for the prior fiscal year is at least 90% (as calculated by dividing actuarial value of assets by the accrued liability as of the appropriate valuation date);
3. The City's contribution to fund the normal cost of the pension plan, as a percent of payroll, for the budgetary period under review is no more than 12%; and
4. Operating revenues from applicable funds are available to cover the cost.

The following chart will be used to determine the amount of bonus to be considered by Council based on varying levels of ERS funding contributions. The bonus amount will be calibrated against the City's combined contribution to fund the normal pension cost. In no event will the Council-authorized bonus exceed one-half of the retiree's normal monthly benefit payment.

<u>City's Combined ERS Contribution as % of Payroll*</u>	<u>% of Bonus Available</u>
> 12%	0
> 11% but ≤ 12%	25%
> 10% but ≤ 11%	50%
> 9% but ≤ 10%	75%
≤ 9%	100%

*As determined in the appropriate actuarial valuation

Retirees are not eligible for a bonus until the first year anniversary of their retirement date. The retirement date is defined as the first day of the month following the employee's separation date.

The cost of the bonus will be allocated to the various City funds based on each fund's full-time payroll budget.

The effective date of this plan provision is July 1, 2014.

Appendix

City of Danville Funds

Operating Funds

- The General Fund – The General Fund is the primary operating fund for government activities. Its most significant sources of funding are general property taxes, other local taxes and transfers from the various utility funds. The most significant expenditures from this fund are for public safety, public works programs including infrastructure maintenance, health and welfare programs and contributions to other funds for education and capital improvements. The accounting records are maintained on a modified accrual basis.

Enterprise Funds

Utility Funds: The Wastewater, Water, Gas, Electric, and Telecommunications Funds are all designed to be self-supporting with user fees that cover the expenses for the collection system and treatment facilities and contributions to the General Fund. All use an accrual basis of accounting.

- Wastewater Fund – This fund provides accountability for activities relation to the treatment of household, commercial, and industrial wastewater.
- Water Fund – This fund provides accountability for activities relating to the treatment and distribution of potable water to residential, commercial, and industrial users.
- Gas Fund – This fund provides accountability for activities relating to the purchase and distribution of natural gas to residential, commercial, and industrial users.
- Electric Fund – This fund provides accountability relating to the purchase of electricity, production of electricity, and operating and maintenance costs. The operating and maintenance costs cover the hydro-electric facilities, transmission system and the distribution system.
- Telecommunications Fund – The Telecommunications Fund is an e-Rate service provider to the Danville Public Schools and the Pittsylvania County Schools and maintains and operates nDanville, a high-tech fiber optic network.

Other Enterprise Funds:

- Transportation Fund – This fund provides for activities relating to mass transit bus services. The fund is on an accrual basis of accounting. However, the fund is not self-supporting. Operation and maintenance costs

are paid by user fees from passengers of the bus service, local federal and state grants and transfers from the General Fund.

- Sanitation Fund – This fund provides for activities relating to the collection and disposal of solid waste. This fund is self-supporting with user fees, which cover the operating and maintenance cost. The fund is on an accrual basis of accounting.
- Cemetery Services Fund – The Cemetery Fund provides for funeral services, sale of lots and record keeping. The staff provides services to local funeral homes and can assist residents and non-residents who are interested in purchasing at-need and pre-need burial lots. Additionally, this fund provides for the maintenance of the eight municipally owned cemeteries. The fund is designed to be self –supporting; however, an annual subsidy from the General Fund has been required. The fund is on an accrual basis of accounting.

Internal Service Funds:

- Insurance Fund – This fund provides accountability for all City costs relating to workers compensation on a self-insured basis, general insurance provided by outside insurance carriers – excluding group health and life, risks covered by statewide pools and risks other than worker compensation on a self-insured basis. The fund is supported by charges to the user departments on a cost-reimbursement basis and is on a modified accrual basis of accounting.
- Central Services Fund – This fund provides accountability for the acquisition of office supplies, the cost of interoffice mail, central mailroom and printing services, which are provided to the various department of the city. The fund is supported by charges to the user departments on a cost-reimbursement basis and is on a modified accrual basis of accounting.
- Motorized Equipment Fund – This fund provides accountability for the acquisition and maintenance of motorized vehicles for various departments of the City. The fund is supported by charges to the user department on a cost-reimbursement basis and is on a modified accrual basis.

Special Funds:

- Capital Projects Fund – General Government – This fund provides accountability for financial resources used for major construction projects relating to general government use. Funding resources include proceeds from the sale of bonds, federal and state grants and transfers from the General Fund. The fund operates on a modified accrual basis of accounting.
- Community Development Fund – This fund provides accountability for projects and programs involving Federal funds received through the Community Development Block Grant (CDBG) program. Funding

resources include CDBG funds and program income from some of the programs. The fund operates on a modified accrual basis.

Fiduciary Funds:

- Cemetery Maintenance Fund – This fund is a permanent fund used to account for funds set aside to provide for the perpetual care of the City cemeteries. Only the earnings from the investments of this fund may be expended.
- Retirement Fund – This fund is used to account for the investments of the City of Danville Employees Retirement System. This fund is audited and provides financial reports separate from all other City funds. Funding is provided by contributions from the City and investment earnings.

Council Letter

City of Danville, Virginia



CL-2112
City Council Regular Meeting
Meeting Date: 05/21/2019
Subject: Danville Public Schools Budget
From: Cynthia Thomasson, Budget Director

Old Business Item #: A.

COUNCIL ACTION

First Reading: 05/07/2019
Final Adoption: 05/21/2019

SUMMARY

The Public Hearing for the Fiscal Year 2020 Preliminary School Board Budget is scheduled for May 7, 2019. The City's Budget for Support of Schools includes \$22,662,500 for Support of Operations and \$2,246,680 for Debt Service, for a grand total of \$24,909,180. In addition, the Capital and Special Projects Plan includes \$3,364,102 for capital improvements to various school facilities to be funded by General Obligation Bonds.

RECOMMENDATION

It is recommended the City Council approve the attached Resolution for the FY 2020 Danville Public Schools Budget.

Attachments

[Resolution](#)

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019- ____ - ____

A RESOLUTION APPROVING THE BUDGET OF THE SCHOOL BOARD OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2020.

WHEREAS, the School Board of the City of Danville presented to the Council its estimate of the amount of money needed for the support of the public schools of the City during Fiscal Year 2020, which estimate reflected total proposed expenditures in the amount of \$66,689,196; and

WHEREAS, the City shall contribute \$22,662,500 for School Operations and \$2,246,680 for School Debt Service for a total appropriation of \$24,909,180; and

WHEREAS, the City Council does not intend by this resolution to guarantee to the School Board of the City of Danville any contribution for support of schools in future fiscal years above that amount required by Virginia law for support of schools; and

WHEREAS, a brief synopsis of the proposed Budget of the School Board for Fiscal Year 2020 was duly published, and, after public notice duly given, a public hearing with respect thereto has been conducted by the Council, after due public notice thereof, and upon consideration of which it is now necessary and desirable to approve the same as prescribed by law.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia that, pursuant to Section 22.1-93 of the Code of Virginia, 1950, as amended, the attached budget of the School Board of the City of Danville for the Fiscal Year ending June 30, 2020 be, and the same is hereby, approved for educational purposes subject the above recited conditions.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL-2116
City Council Regular Meeting
Meeting Date: 06/04/2019
Subject: Tax Rate Increases
From: Cynthia Thomasson, Budget Director

Old Business Item #: A.

COUNCIL ACTION

First Reading: 05/21/2019
Final Adoption: 06/04/2019

SUMMARY

The Fiscal Year 2020 City Council Introductory Budget, as reviewed in prior work sessions, contains recommendations for increases in three tax areas:

An increase in Hotel/Motel Occupancy tax from 7% to 8%. This increase is estimated to provide an additional \$155,000 in FY2020.

A Transient Lodgers Room Occupancy Fee of \$2.00 per night.

An increase in Tangible Personal Property Tax from \$3.50 per \$100 of assessed value to \$3.60 per \$100 of assessed value. This increase is estimated to provide an additional \$150,000 in FY 2020.

The Hotel/Motel tax increase and Transient Lodgers Room Occupancy Fee will be effective July 1, 2019.

The Tangible Personal Property Tax will be effective January 1, 2020.

RECOMMENDATION

It is recommended that City Council approve the attached Ordinances increasing and imposing taxes and fees.

Attachments

[Ordinance](#)

[Ordinance](#)

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019-_____._____

AN ORDINANCE AMENDING AND REORDAINING SECTION 37-97 OF THE DANVILLE CITY CODE TO INCREASE THE TAX ON TRANSIENT LODGERS FROM SEVEN (7) PERCENT TO EIGHT (8) PERCENT AND TO IMPLEMENT A \$2.00 PER DAY ROOM OCCUPANCY TAX EFFECTIVE JULY 1, 2019.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that Section 37-97, entitled "Levied; amount", of the Article VI, entitled "Tax on Transient Lodgers", of Chapter 37, entitled "Taxation", of the Code of the City of Danville, Virginia, 1986, as amended, be, and the same is hereby, amended and reordained to read as follows:

Sec. 37-97. Levied; amount.

(A) There is hereby levied and imposed upon each transient, in addition to any and all other taxes and fees of every kind imposed by law, a tax equivalent to eight(8) percent of the total amount paid by or for such transient for the rental of any room in any hotel.

(B) There is hereby levied and imposed upon each transient, in addition to any and all other taxes and fees of every kind imposed by law, a tax equivalent to eight(8) percent of the total amount paid by or for such transient for the rental of any short term rental agreement at any short term rental home.

(C) There is hereby levied and imposed upon each transient, in addition to any and all other taxes and fees of every kind imposed by law, a transient occupancy tax of two dollars (\$2.00) per night of lodging for each room at any hotel.

(D) There is hereby levied and imposed upon each transient, in addition to any and all other taxes and fees of every kind imposed by law, a transient occupancy tax

of two dollars (\$2.00) per night of lodging for each short term rental agreement at any short term rental home.

AND BE IT FURTHER ORDAINED that all other provisions and Sections of said Article, Chapter and Code be, and the same are hereby, continued in full force and effect unless and until the same are hereafter amended or repealed; and

BE IT FINALLY ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2019.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019-_____._____

AN ORDINANCE AMENDING AND REORDANING SECTION 37-30 OF THE DANVILLE CITY CODE TO INCREASE THE PERSONAL PROPERTY TAX FROM \$3.50 PER \$100 ASSESSED VALUE TO \$3.60 PER \$100 ASSESSED VALUE EFFECTIVE JANUARY 1, 2020.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that Section 37-30, entitled "Tax on tangible personal property generally", of the Article II, entitled "Levy and Rate of Tax on Real Estate, Tangible Personal Property, etc.", of Chapter 37, entitled "Taxation", of the Code of the City of Danville, Virginia, 1986, as amended, be, and the same is hereby, amended and reordained to read as follows:

Sec. 37-30. Tax on tangible personal property generally.

Pursuant to sections 58.1-3000 and 58.1-3008 of the Code of Virginia, on all tangible personal property there shall be a tax of ~~three dollars and fifty cents, (\$3.50)~~ **three dollars and sixty cent (\$3.60)** on every one hundred dollars (\$100.00) of the assessed value thereon except for all aircraft which shall be taxed as a separate class of property pursuant to section 58.1-3506 of the Code of Virginia and as more specifically set forth in section 37-36 of this Code; provided, however, that the following household goods, personal effects and agricultural property are eliminated from such tax pursuant to sections 58.1-3504 and 58.1-3505 of the Code of Virginia:

- (1) Bicycles.
- (2) Household and kitchen furniture, including gold and silver plates, plated ware, watches and clocks, sewing machines, refrigerators, automatic refrigerating machinery of any type, vacuum cleaners and all other household machinery, books, firearms and weapons of all kinds.

- (3) Pianos, organs, phonographs and record players and records to be used therewith and all other musical instruments of whatever kind, radio and television instruments and equipment.
- (4) Oil paintings, pictures, statuary, curios, articles of virtu and works of art.
- (5) Diamonds, cameos or other precious stones and all precious metal used as ornaments or jewelry.
- (6) Sporting and photographic equipment.
- (7) Clothing and objects of apparel.
- (8) All other tangible personal property used by an individual or a family or household incident to maintaining an abode.
- (9) Horses, mules and other kindred animals.
- (10) Cattle.
- (11) Sheep and goats.
- (12) Hogs.
- (13) Poultry.
- (14) Grains and other feeds used for the nurture of farm animals.
- (15) Grain; tobacco; wine produced by farm wineries as defined in [section 4-2\(10a\)](#) of the Code of Virginia; and other agricultural products in the hand of a producer.
- (16) Farm machinery and farm implements, which shall include equipment and machinery used by farm wineries, as defined in [section 4-2\(10a\)](#) of the Code of Virginia, in the production of wine.
- (17) Equipment used by farmers or farm cooperatives qualifying under section 521 of the Internal Revenue Code to manufactured industrial ethanol, provided that the materials from which the ethanol is derived consist primarily of farm products.

AND BE IT FURTHER ORDAINED that all other provisions and Sections of said Article, Chapter and Code be, and the same are hereby, continued in full force and effect unless and until the same are hereafter amended or repealed; and

BE IT FUTHER ORDAINED that this Ordinance shall be and become effective on and as of January 1, 2020.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL-2117
City Council Regular Meeting
Meeting Date: 06/04/2019
Subject: Real Estate Tax Increase
From: Cynthia Thomasson, Budget Director

Old Business Item #: B.

COUNCIL ACTION

First Reading: 05/21/2019 - Public Hearing
Final Adoption: 06/04/2019

SUMMARY

The Fiscal Year 2020 City Council Introductory Budget includes a Real Estate Tax increase from \$0.80 of assessed value to \$0.84 per \$100 of assessed value. This represents a \$0.04 increase in the tax rate over the current rate.

RECOMMENDATION

It is recommended that City Council approve the attached Ordinance amending the Danville City Code for the Real Estate Tax rate.

Attachments

Ordinance

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019-_____._____

AN ORDINANCE AMENDING AND REORDAINING SECTIONS 37-27, 37-28 AND 37-29 OF THE DANVILLE CITY CODE THEREBY INCREASING THE REAL ESTATE TAX FROM EIGHTY (80) CENTS ON EVERY ONE HUNDRED DOLLARS TO EIGHTY-FOUR (84) CENTS ON EVERY ONE HUNDRED DOLLARS OF ASSESSED VALUE EFFECTIVE JULY 1, 2019.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that for the purpose of imposing on all taxable real estate, land, and lots with improvements thereon, not exempt from taxation by law, an annual tax of **Eighty Cents (\$0.80)** **Eighty-four (\$0.84)** on every One Hundred Dollars (\$100) of assessed value thereon, Section 37-27, entitled "Tax on real estate and improvements thereon generally," Section 37-28, entitled "Tax on real estate of railroads and utility companies," and Section 37-29, entitled "Tax on vehicles without motive power (manufactured homes)", of Article II, entitled "Levy and Rate of Tax on Real Estate, Tangible Personal Property, Etc.," of Chapter 37, entitled "Taxation," of the Code of the City of Danville, Virginia, 1986, as amended, be and the same are hereby, amended and reordained to read as follows:

Sec. 37-27. Tax on real estate and improvements thereon generally.

Pursuant to Section 58.1-3000 of the Code of Virginia on all taxable real estate, land and lots, with the improvements thereon, not exempt from taxation by law, there shall be an annual tax of **Eighty cents (\$0.80)** **Eighty-four (\$0.84)** on every One Hundred Dollars (\$100) of the assessed value thereof.

Sec. 37-28. Tax on real estate of railroads and utility companies.

Pursuant to Chapter 26 of Title 58.1 (Sections 58.1-2600 et seq.) of the Code of Virginia, there shall be levied an annual tax of **Eighty cents (\$0.80)** **Eighty-four (\$0.84)**

on every One Hundred Dollars (\$100) of the real estate of all railroad, telegraph, telephone, power, heat, and light companies.

Sec. 37-29. Tax on vehicles without motive power (manufactured homes).

Pursuant to Section 58.1-3506 of the Code of Virginia, on all vehicles without motive power, as mentioned in such Section, there shall be a tax of ~~Eighty cents (\$0.80)~~ **Eighty-four (\$0.84)** on every One Hundred Dollars (\$100) of the assessed value thereof.

AND BE IT ORDAINED that all other provisions and Sections of said Article, Chapter and Code be, and the same are hereby, continued in full force and effect unless and until the same are hereafter amended or repealed; and

BE IT FURTHER ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2019.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL-2122
City Council Regular Meeting
Meeting Date: 06/18/2019
Subject: Budget for the City of Danville
From: Cynthia Thomasson, Budget Director

Old Business Item #: A.

COUNCIL ACTION

First Reading: 06/04/2019
Final Adoption: 06/18/2019

SUMMARY

The Public Hearing for the Budget of the City of Danville and Capital and Special Projects Plan (CSP) is scheduled to be held on June 2, 2019.

BACKGROUND

The City Manager presented the FY 2020 Proposed Budget in early April 2019. City Council held several work sessions in April to review and make modifications to the proposed budget. A Public Hearing was held on May 21, 2019 for a four cent (\$0.04) increase in the Real Estate Tax, a ten cent (\$0.10) increase in the Personal Property Tax, and a one percent (1%) increase in the Transient Hotel/Motel Tax on any hotel room and any short term rental home, plus a tax of \$2.00 per night of lodging for each room at any hotel and the rental of any short-term rental home.

The schedule of authorized full-time positions and full-time equivalent part-time positions is included.

RECOMMENDATION

It is recommended that City Council adopt the attached resolutions approving the City and CSP Budgets, and the Budget Appropriation Ordinance to appropriate the budget for FY 2020.

Attachments

[Resolution](#)

[Resolution](#)

[Ordinance](#)

[Authorized Positions](#)

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						City Manager's Office (01100)
1		1.0	1		1.0	City Manager
1		1.0	1		1.0	Deputy City Manager
1		1.0	1		1.0	Assistant to the City Manager
1		1.0	1		1.0	Clerk of Council
1		1.0	1		1.0	Multi-media Design Manager
1		1.0	1		1.0	Public Information Officer (Funded by Utilities)
1		1.0	1		1.0	Youth & Gang Violence Coordinator (Funded by Grant)
1		1.0	1		1.0	Director of Budget
1		1.0	1		1.0	Executive Assistant
1		1.0	1		1.0	Executive Secretary
10	-	10.0	10	-	10.0	TOTAL CITY MANAGER'S OFFICE
						City Attorney's Office (01105)
1		1.0	1		1.0	City Attorney
1		1.0	1		1.0	Assistant City Attorney I *
1		1.0	1		1.0	Assistant City Attorney II
1		1.0	1		1.0	Legal Assistant
1		1.0	1		1.0	Legal Secretary
5	-	5.0	5	-	5.0	TOTAL CITY ATTORNEY'S OFFICE
						Assistant City Attorney I funded by Blight
						COMMUNITY DEVELOPMENT DEPARTMENT
						Community Development Fund (12110)
1		1.0	1		1.0	Community Redevelopment Specialist
2		2.0	2		2.0	Cost Estimator/Inspector
1		1.0	1		1.0	Housing & Development Planning Specialist
1		1.0	1		1.0	Senior Account Clerk
1		1.0	1		1.0	Secretary
6		6.0	6		6.0	Sub-Total
						Director of Community Development (01700)
1		1.0	1		1.0	Director of Community Development
1		1.0	1		1.0	Accountant II
1		1.0	1		1.0	Senior Secretary
3	-	3.0	3	-	3.0	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Inspections Office (01710)
1		1.0	1		1.0	Division Director of Inspections
1		1.0	1		1.0	Inspections Supervisor
1		1.0	1		1.0	Plumbing/Cross Connection Inspector
1		1.0	1		1.0	Mechanical Inspector
1		1.0	1		1.0	Electrical Inspector
2		2.0	2		2.0	Building Inspector
4		4.0	4		4.0	Property Maintenance Inspector
1		1.0	1		1.0	Property Maintenance Code Coordinator
1		1.0	1		1.0	Permit Technician
13	-	13.0	13	-	13.0	Sub-Total
						*Planning Office (01715)
-		-	-		-	Division Director of Planning
2		2.0	2		2.0	Combination of:
						Senior Planner
						Associate Planner
						Planning Technician
2	-	2.0	2	-	2.0	Sub-Total
24	-	24	24	-	24	TOTAL COMMUNITY DEVELOPMENT DEPARTM

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Social Services Department (01520)
1		1.0	1		1.0	Director of Social Services
1		1.0	1		1.0	Family Services Manager
1		1.0	1		1.0	Eligibility Services Manager
3		3.0	3		3.0	Family Services Supervisor
1		1.0	1		1.0	Accountant II
1		1.0	1		1.0	Employment Service Supervisor
3		3.0	3		3.0	Eligibility Supervisor
3		3.0	2		2.0	Senior Family Services Specialist
1		1.0	1		1.0	Comprehensive Services Coordinator (Grant Funded)
5		5.0	5		5.0	Child Protective Service Worker
15		15.0	15		15.0	Family Services Specialist
4		4.0	4		4.0	Senior Eligibility Worker
2		2.0	2		2.0	Fraud Investigator
2		2.0	2		2.0	Administrative Assistant (One Grant Funded)
8		8.0	8		8.0	Employment Services Worker
			1		1.0	Sr Employment Services Worker
1		1.0	1		1.0	SNAPET Coordinator
33	1.8	34.8	33	1.8	34.8	Eligibility Worker
1		1.0	1		1.0	Senior Secretary
1		1.0	1		1.0	Senior Account Clerk
4		4.0	4		4.0	Senior Administrataive Specialist
1		1.0	1		1.0	Social Service Aide
1		1.0	1		1.0	Employment Service Aide
9	0.6	9.6	9	0.6	9.6	Administrative Specialist
102	2.4	104.4	102	2.4	104.4	Sub-Total
						Economic Development Department (01180)
1		1.0	1		1.0	Director of Economic Development
1		1.0	1		1.0	Assistant Director of Economic Development
1		1.0	1		1.0	Economic Development Project Manager
1		1.0	1		1.0	Marketing & Research Manager
1		1.0	1		1.0	Special Project Manager
5	-	5.0	5	-	5.0	TOTAL ECONOMIC DEVELOPMENT DEPARTME

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						FINANCE DEPARTMENT
						Customer Accounts
1		1.0	1		1.0	Division Director of Customer Accounts
1		1.0	1		1.0	Collections Supervisor
1		1.0	1		1.0	Delinquent Collections Coordinator
2		2.0	2		2.0	Senior Collections Clerk
4		4.0	4		4.0	Combination of:
						Collection Clerk II
						Senior Cashier
						Collection Clerk I
5		5.0	5		5.0	Cashier
			1		1.0	Division Director of Customer Service
			1		1.0	Sr Customer Service/Training Representative
			6		6.0	Combination of:
						Senior Utility Billing Clerk
						Utility Special Billing Clerk
						Utility Billing Clerk
			8		8.0	Customer Service Representative
14	-	14	30	-	30	
						Central Services Fund (42110)
1		1.0	1		1.0	Print Shop Technician
3		3.0	3		3.0	Combination of:
						Senior Printer
						Printer
4	-	4.0	4	-	4.0	Sub-Total
						Director of Finance (01200)
1		1.0	1		1.0	Director of Finance
1		1.0	1		1.0	Senior Secretary
2	-	2.0	2	-	2.0	Sub-Total
						Accounting (01205)
1		1.0	1		1.0	Assistant Director of Finance
1		1.0	1		1.0	Business Systems Accountant
3		3.0	3		3.0	Accountant II
1		1.0	1		1.0	Accountant III
1		1.0	1		1.0	Payroll Technician
1		1.0	1		1.0	Senior Account Clerk
2		2.0	2		2.0	Account Clerk
10	-	10.0	10	-	10.0	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Internal Auditor (01208)
1	-	1.0	1	-	1.0	Senior Internal Auditor
						Purchasing (01215)
1		1.0	1		1.0	Division Director of Purchasing
1		1.0	1		1.0	Buyer
1		1.0	1		1.0	Senior Purchasing Clerk
1		1.0	1		1.0	Purchasing Clerk
4	-	4.0	4	-	4.0	Sub-Total
						Real Estate (01220)
1		1.0	1		1.0	Division Director of Real Estate Assessment
3		3.0	3		3.0	Combination of:
						Real Estate Appraiser III
						Real Estate Appraiser II
						Real Estate Appraiser I
1		1.0	1		1.0	Combination of:
						Senior Real Estate Assessment Clerk
						Real Estate Assessment Clerk
5	-	5.0	5	-	5.0	Sub-Total
40	-	40	56	-	56	TOTAL FINANCE DEPARTMENT
						FIRE DEPARTMENT
						Emergency Communications (01330)
	0.5	0.5		0.5	0.5	CERT Coordinator
1		1.0	1		1.0	Emergency Communications Manager
4		4.0	4		4.0	Emergency Telecommunications Supervisor
16		16.0	16		16.0	Emergency Telecommunicator
21	0.5	21.5	21	0.5	21.5	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Fire (01320)
1		1.0	1		1.0	Fire Chief
2		2.0	2		2.0	Assistant Fire Chief
4		4.0	4		4.0	Fire Battalion Chief
1		1.0	1		1.0	Fire Marshal
21		21.0	21		21.0	Fire Captain
1		1.0	1		1.0	Assistant Fire Marshal
1		1.0	1		1.0	Fire Code Inspector
6		6.0	6		6.0	Fire Lt./Asst. Training Officer
24		24.0	24		24.0	Fire Fighter/Engineer
1		1.0	1		1.0	Fire Support Analyst
60		60.0	60		60.0	Fire Fighter
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Senior Secretary
124	-	124.0	124	-	124.0	Sub-Total
145	0.5	145.5	145	0.5	145.5	TOTAL FIRE DEPARTMENT
						Circuit Court (01155)
1		1.0	1		1.0	Law Clerk
1		1.0	1		1.0	Judicial Assistant
1		1.0	1		1.0	Legal Secretary
3	-	3.0	3	-	3.0	TOTAL CIRCUIT COURT
						22nd District Court Services
1		1.0	1		1.0	Intake Diversion Specialist
1	-	1	1	-	1	TOTAL CIRCUIT COURT
						Human Resources (01110)
1		1.0	1		1.0	Director of Human Resources
4		4.0	4		4	Combination of:
		-			-	Organization Development Consultant
		-			-	HR Consultant
1		1.0	1		1.0	Human Resource Technician
1		1.0	1		1.0	Senior Secretary
7	-	7.0	7	-	7.0	TOTAL HUMAN RESOURCES

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Information Technology (01250)
1		1.0	1		1.0	Director of Information Technology
3		3.0	3		3.0	Combination of:
						Assistant Director of Information Technology
						Division Director of Application Support
						Division Director of Technical Services
						IT Project Manager
						IT Business Relationship Manager
						IT Business Analyst
7		7.0	7		7.0	Combination of:
						Network Systems Engineer
						Network Administrator
						System Administrator
						PC Administrator
						Network Analyst
						Sr. IT Support Technician
						IT Support Technician
10		10.0	10		10.0	Combination of:
						Help Desk Manager
						GIS Coordinator
						IT Solutions Architect Manager
						Sr. Applications Support Specialist
						Sr. Database Administrator
						IT Application Support Specialist
						Sr. Programmer Analyst
						Sr. GIS Programmer Analyst
						Database Administrator
						GIS Programmer Analyst
						Programmer/Analyst
						GIS Analyst
1		1.0	1		1.0	Administrative Assistant
22	-	22.0	22	-	22.0	TOTAL INFORMATION TECHNOLOGY

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						POLICE DEPARTMENT
						Adult Detention Facility (01515)
1		1.0	1		1.0	Division Director of Adult Detention
1		1.0	1		1.0	Chief Correctional Officer
1		1.0	1		1.0	Service Program Coordinator
-		-	-		-	Health Services Administrator
1		1.0	1		1.0	Administrative Lieutenant
	0.1	0.1		0.1	0.1	Licensed Physician
1		1.0	1		1.0	Work Program Coordinator
2		2.0	2		2.0	Correctional Health Assistant
4		4.0	4		4.0	Correctional Captain
5		5.0	5		5.0	Correctional Lieutenant
20	1.1	21.1	20	1.1	21.1	Combination of:
						Correctional Officer I
						Correctional Officer II
2		2.0	2		2.0	Senior Account Clerk
38	1.2	39.2	38	1.2	39.2	Sub-Total
						Juvenile Detention Facility (01510)
1		1.0	1		1.0	Division Director of Juvenile Detention
1		1.0	1		1.0	Assistant Division Director of Juvenile Detention
	0.1	0.1		0.1	0.1	Licensed Physician
1		1.0	1		1.0	Juvenile Program Coordinator
1		1.0	1		1.0	Nurse
4		4.0	4		4.0	Shift Supervisor
1		1.0	1		1.0	Building Maintenance Mechanic I
1		1.0	1		1.0	Post Dispositional Coordinacor
4		4.0	4		4.0	Senior Youth Care Worker
2		2.0	2		2.0	Alternative Detention Case Worker (Grant Funded)
27	4.4	31.4	27	4.4	31.4	Youth Care Worker
1		1.0	1		1.0	Senior Account Clerk
2		2.0	2		2.0	Secretary
1		1.0	1		1.0	Custodian
47	4.5	51.5	47	4.5	51.5	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Police (01330)
1		1.0	1		1.0	Police Chief
1		1.0	1		1.0	Police Lieutenant Colonel
2		2.0	2		2.0	Police Major
7		7.0	4		4.0	Police Captain
10		10.0	9		9.0	Police Lieutenant
8		8.0	12		12.0	Police Sergeant
17		17.0	17		17.0	Police Corporal
89		89.0	89		89.0	Police Officer (Four positions unfunded)
1		1.0	1		1.0	Quarter Master
1		1.0	1		1.0	Police Records Office Manager
1		1.0	1		1.0	Police Video Technician
1		1.0	1		1.0	Police Property & Evidence Technician
1		1.0	1		1.0	Administrative Assistant
1		1.0	2		2.0	Animal Control Officer
2		2.0	2		2.0	Secretary
1		1.0	1		1.0	Senior Secretary
3		3.0	3		3.0	Police Records Clerk
1		1.0	1		1.0	Crime Analyst
	0.6	0.6		0.6	0.6	Parking Attendant
	2.0	2.0		2.0	2.0	School Crossing Guard
148	2.6	150.6	149	2.6	151.6	Sub-Total
233	8.3	241.3	234	8.3	242.3	TOTAL POLICE DEPARTMENT
						PARKS & RECREATION DEPARTMENT
						Parks & Recreation - Administration (01292)
1		1.0	1		1.0	Director of Parks & Recreation
1		1.0	1		1.0	Division Director of Parks & Recreation Administration
1		1.0	1		1.0	P&R Communications Specialist
1		1.0	1		1.0	Program Coordinator
1		1.0	1		1.0	Facilities & Services Planning Specialist
1		1.0	1		1.0	Senior Secretary
1		1.0	1		1.0	Secretary
2		2.0	2		2.0	Custodian
1	0.3	1.3	1	0.3	1.3	Administrative Specialist
	0.6	0.6		0.6	0.6	Recreation Program Supervisor
	0.3	0.3		0.3	0.3	Recreation Facility Operator
1		1.0	1		1.0	Outdoor Recreation Program Supervisor
	0.2	0.2		0.2	0.2	Intern
11	1.4	12.4	11	1.4	12.4	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
1		1.0	1		1.0	Program Coordinator
	0.6	0.6		0.6	0.6	Administrative Specialist
	0.5	0.5		0.5	0.5	Custodian
	0.9	0.9		0.9	0.9	Recreation Program Supervisor
	0.7	0.7		0.7	0.7	Recreation Sports Official
	1.4	1.4		1.4	1.4	Recreation Facility Operator
2	4.1	6.1	2	4.1	6.1	Sub-Total
Community Recreation (01605)						
1		1.0	1		1.0	Division Director of Community Recreation
4		4.0	4		4.0	Program Coordinator
2		2.0	2		2.0	Recreation Grants Specialist (Grant Funded)
-	0.9	0.9	-	0.9	0.9	Custodian
1		1.0	1		1.0	Administrative Specialist
	1.7	1.7		1.7	1.7	Recreation Aide
	2.0	2.0		2.0	2.0	Recreation Leader
1	1.5	2.5	1	1.5	2.5	Recreation Program Supervisor
	0.2	0.2		0.2	0.2	Recreation Instructor
	1.6	1.6		1.6	1.6	Recreation Site Supervisor
	2.5	2.5		2.5	2.5	Recreation Facility Operator
9.0	10.4	19.4	9.0	10.4	19.4	Sub-Total
Park Maintenance (01316)						
1		1.0	1		1.0	Division Director of Parks Maintenance
1		1.0	1		1.0	Parks Supervisor
1		1.0	1		1.0	Crew Supervisor
11		11.0	11		11.0	Combination of:
						Park Maintenance Technician
						Parks Groundskeeper II
						Parks Groundskeeper I
						Motor Equipment Operator I
1	1.8	2.8	1	1.8	2.8	Public Service Worker
-		-	-		-	Administrative Specialist
15	1.8	16.8	15	1.8	16.8	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Special Recreation (01610)
1		1.0	1		1.0	Division Director of Special Recreation
3		3.0	3		3.0	Program Coordinator
1		1.0	1		1.0	Recreation Grants Specialist
1		1.0	1		1.0	Special Population Assistant
1	0.4	1.4	1	0.4	1.4	Custodian
1		1.0	1		1.0	Account Clerk
	1.3	1.3		1.3	1.3	Administrative Specialist
	1.4	1.4		1.4	1.4	Recreation Leader
2	2.6	4.6	2	2.6	4.6	Recreation Program Supervisor
	0.6	0.6		0.6	0.6	Recreation Aide
		-		0.5	0.5	Van Driver
10	6.3	16.3	10	6.8	16.8	Sub-Total
						Public Library (01540)
1		1.0	1		1.0	Division Director of Library
1		1.0	1		1.0	Adult Services Librarian
1		1.0	1		1.0	Children's Librarian
1		1.0	1		1.0	Circulation Supervisor
1		1.0	1		1.0	Circulation Specialist
1		1.0	1		1.0	Technical Services Librarian
2		2.0	2		2.0	Library Services Specialist
4	3.2	7.2	4	3.2	7.2	Information Specialist
1		1.0	1		1.0	Senior Administrative Specialist
	0.6	0.6		0.6	0.6	Law Library Information Specialist
1		1.0	1		1.0	Library Technology Specialist
14	3.8	17.8	14	3.8	17.8	Sub-Total
61	27.8	88.8	61	28.3	89.3	TOTAL PARKS & RECREATION
						PUBLIC WORKS DEPARTMENT
						Cemetery Maintenance (fund 59) (59110)
1		1.0	1		1.0	General Supervisor
2		2.0	2		2.0	Cemetery Supervisor
10		10.0	10		10.0	Combination of:
						Groundskeeper
						Public Service Worker/Operator
13	-	13.0	13	-	13.0	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Public Works Administration (0125301) (01400)
1		1.0	1		1.0	Director of Public Works
1		1.0	1		1.0	Division Director Public Works Administration
1		1.0	1		1.0	Senior Administrative Assistant
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Senior Account Clerk
1		1.0	1		1.0	Senior Secretary
3		3.0	3		3.0	Account Clerk
9	-	9.0	9	-	9.0	Sub-Total
						P/W Building Maintenance (01250) (01440)
1		1.0	1		1.0	Division Director of Building & Grounds
1		1.0	1		1.0	General Supervisor
1		1.0	1		1.0	Custodian Supervisor
7		7.0	7		7.0	Combination of:
						Building Maintenance Mechanic III
						Building Maintenance Mechanic II
						Building Maintenance Mechanic I
1		1.0	1		1.0	Senior Custodian
8		8.0	8		8.0	Custodian
19	-	19.0	19	-	19.0	Sub-Total
						Motorized Equipment (Fund 44) (44110)
2		2.0	2		2.0	Equipment Maintenance Supervisor
2		2.0	2		2.0	Public Works Warehouse Stock Clerk
15		15.0	15		15.0	Combination of:
						Automotive Equipment Mechanic III
						Welder
						Automotive Equipment Mechanic II
						Automotive Service Technician
						Automotive Equipment Mechanic I
1		1.0	1		1.0	Transit Mechanic
20	-	20.0	20	-	20.0	Sub-Total
						Motorized Equipment-Communications (Fund 44) (44110)
1		1.0	1		1.0	Communications Systems Manager

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						P/W Sewer Maintenance (Fund 51) (51220)
1		1.0	1		1.0	General Supervisor
1		1.0	1		1.0	Crew Supervisor
1		1.0	1		1.0	CCTV Technician
8		8.0	8		8.0	Combination of:
						Heavy Equipment Operator
						Motor Equipment Operator III
						Motor Equipment Operator II
						Motor Equipment Operator I
						Public Service Worker/ Operator
11	-	11.0	11	-	11.0	Sub-Total
						P/W Sanitation-Code Enforcement (Fund 58) (58150)
2		2.0	2		2.0	Code Enforcement Inspector
						P/W Sanitation-Composting (Fund 58) (58120)
1		1.0	1		1.0	Sanitation Operator I
						P/W Sanitation-Recycling (Fund 58) (58140)
1		1.0	1		1.0	Recycling Center Operator
2		2.0	2		2.0	Combination of:
						Sanitation Operator I
						Sanitation Operator II
3	-	3.0	3	-	3.0	Sub-Total
						P/W Sanitation-Residential Refuse Collection (Fund 58) (58130)
1		1.0	1		1.0	Division Director of Sanitation
1		1.0	1		1.0	General Supervisor
11		11.0	11		11.0	Combination of:
						Sanitation Operator II
						Sanitation Operator I
						Public Service Worker/Operator
						Solid Waste Collector
13	-	13.0	13	-	13.0	Sub-Total
						P/W Sanitation-Yardwaste (Fund 58) (58130)
8		8.0	8		8.0	Combination of:
						Sanitation Operator I
						Sanitation Operator II
						Public Service Worker/Operator
8		8.0	8		8.0	

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						P/W VDOT-Engineering (Fund 15-244) (15110)
1		1.0	1		1.0	Assistant Director of P/W - City Engineer
4		4.0	4		4.0	Combination of:
		-			-	Public Works Chief Engineer
		-			-	Project Manager
7		7.0	7		7.0	Combination of:
						Survey Party Supervisor
						Public Works GIS/CAD Engineering Technician
						Public Works Project Engineer
						Construction Inspector
						Engineering Technician
12	-	12.0	12	-	12.0	Sub-Total
						P/W VDOT- Grounds Maintenance (Fund 15-247) (152)
1		1.0	1		1.0	General Supervisor
1		1.0	1		1.0	Crew Supervisor
13		13.0	13		13.0	Combination of:
						Motor Equipment Operator II
						Motor Equipment Operator I
						Public Service Worker/ Operator
2		2.0	2		2.0	Groundskeeper
17	-	17.0	17	-	17.0	Sub-Total
						P/W VDOT-Street Cleaning (Fund 15-247) (15125)
7		7.0	7		7.0	Combination of:
						Public Service Worker/ Operator
						Motor Equipment Operator II
						Motor Equipment Operator I
7	-	7.0	7	-	7.0	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						P/W VDOT-Street Maintenance (Fund 15-247) (1512)
1		1.0	1		1.0	Division Director of Streets
1		1.0	1		1.0	Training & Safety Manager
2		2.0	2		2.0	General Supervisor
3		3.0	3		3.0	Crew Supervisor
1		1.0	1		1.0	Code Enforcement Inspector
26		26.0	26		26.0	Combination of:
						Heavy Equipment Operator
						Motor Equipment Operator III
						Motor Equipment Operator II
						Motor Equipment Operator I
						Public Service Worker/ Operator
1		1.0	1		1.0	Groundskeeper
35	-	35.0	35	-	35.0	Sub-Total
						P/W VDOT-Traffic Control (Fund 15-244) (15115)
1		1.0	1		1.0	Traffic Control Superintendent
1		1.0	1		1.0	Traffic Control Crew Supervisor
1		1.0	1		1.0	Senior Traffic Signal Technician
1		1.0	1		1.0	Traffic Signal Technician
1		1.0	1		1.0	Sign Technician
4		4.0	4		4.0	Combination of:
						Motor Equipment Operator II
						Motor Equipment Operator II
						Motor Equipment Operator I
						Public Service Worker/ Operator
9	-	9.0	9	-	9.0	Sub-Total
180	-	180	180	-	180	TOTAL PUBLIC WORKS DEPARTMENT
						TRANSPORTATION DEPARTMENT
						Airport (01350)
1		1.0	1		1.0	Senior Administrative Assistant
1		1.0	1		1.0	Transportation Building & Grounds Superintendent
1		1.0	1		1.0	Airport Maintenance Security Tech II
1	3.0	4.0	1	3.0	4.0	Airport Maintenance Security Tech I
4	3.0	7.0	4	3.0	7.0	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Mass Transit (Fund 56) (56110)
1		1.0	1		1.0	Director of Transportation Services
1		1.0	1		1.0	Transportation Services Division Direcotr
2		2.0	2		2.0	Transportation Supervisor
1		1.0	1		1.0	Transportation Dispatcher
1		1.0	1		1.0	Senior Account Clerk
1		1.0	1		1.0	Recreation Grants Specialist
30	0.6	30.6	30	0.6	30.6	Combination of: Transit Driver I Transit Driver II
1		1.0	1		1.0	Account Clerk
38	0.6	38.6	38	0.6	38.6	Sub-Total
42	3.6	45.6	42	3.6	45.6	TOTAL TRANSPORTATION DEPARTMENT
						UTILITIES DEPARTMENT
						Utilities Administration (Fund 54) (50100)
1		1.0	1		1.0	Utilities Director
1		1.0	1		1.0	Key Accounts Manager
1		1.0	1		1.0	SCADA Analyst
2		2.0	2		2.0	Senior Secretary
5	-	5.0	5	-	5.0	Sub-Total
						Utilities - Fiscal Services (Fund 54) (50110)
1		1.0	1		1.0	Division Director of Support Services
1		1.0	1		1.0	Accountant II
1		1.0	1		1.0	Training & Safety Manager
			1		1.0	Facilities & Fleet Manager
1		1.0	1		1.0	Utilities Warehouse Manager
2		2.0	2		2.0	Senior Account Clerk
3		3.0	3		3.0	Warehouse Stock Clerk
9	-	9.0	10	-	10.0	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Utilities - Customer Service (Fund 54) (50120)
1		1.0			-	Division Director of Customer Service
1		1.0			-	AMI Support Technician
1		1.0			-	Sr Customer Service/Training Representative
6		6.0			-	Combination of:
						Senior Utility Billing Clerk
						Utility Special Billing Clerk
						Utility Billing Clerk
8		8.0			-	Customer Service Representative
17	-	17.0	-	-	-	Sub-Total
Moved to General Fund, Finance Department						
						Water Treatment Administration (Fund 52) (52100)
1		1.0	1		1.0	Division Director of Water/Wastewater Treatment
1		1.0	1		1.0	Senior Secretary
2	-	2.0	2	-	2.0	Sub-Total
						Water Treatment (Fund 52) (52130)
1		1.0	1		1.0	Water Treatment Manager
1		1.0	1		1.0	Water Chemist
3		3.0	3		3.0	Combination of:
						Bldg Maintenance Superintendent
						Senior Industrial Mechanic
						Industrial Mechanic
9		9.0	9		9.0	Combination of:
						Water Treatment Plant Operator Supervisor
						Water Treatment Plant Operator III
						Water Treatment Plant Operator II
						Water Treatment Plant Operator I
						Water Treatment Plant Operator Trainee
-		-	-		-	Utility Plant Maintenance Worker
14	-	14.0	14	-	14.0	Sub-Total
						Gas Administration (Fund 53) (53100)
1		1.0	1		1.0	Division Director of Water & Gas
1	-	1.0	1	-	1.0	Sub-Total
						Gas Control (Fund 53) (53130)
1		1.0	1		1.0	Gas Control Manager
2		2.0	2		2.0	Gas Control Technician
3	-	3.0	3	-	3.0	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
1		1.0	1		1.0	Water and Gas Distribution Supervisor
7		7.0	7		7.0	Combination of:
						Water and Gas Crew Supervisor
						W&G Construction Crew Supervisor
-						Water and Gas Welder/Crew Supervisor
11		11.0	11		11.0	Combination of:
						Motor Equipment Operator III
						Motor Equipment Operator II
						Motor Equipment Operator I
-		-	-		-	Construction Worker
5		5.0	3		3.0	Public Service Worker
25	-	25.0	23	-	23.0	Sub-Total
						Water & Gas Engineering (Fund 53) (53210)
1		1.0	1		1.0	W&G Chief Engineer
2		2.0	2		2.0	Water and Gas Senior Engineer Tech.
1		1.0	1		1.0	Water and Gas Compliance Coordinator
1		1.0	1		1.0	W&G Corrosion Technician
			1		1.0	Construction Inspector
2		2.0	2		2.0	Water and Gas GIS Engineer Tech.
7	-	7	8	-	8	Sub-Total
						Water & Gas Meters & Regulators (Fund 53) (53240)
						-
1		1.0	1		1.0	Water & Gas Systems Control Superintendent
3		3.0	3		3.0	Water and Gas Meter Tech.
4	-	4.0	4	-	4.0	Sub-Total
						Water & Gas Service (Fund 53) (53230)
7		7.0	7		7.0	Water and Gas Service Tech.
1		1.0	1		1.0	Dispatcher
8	-	8.0	8	-	8.0	Sub-Total
						Electric Administration (Fund 54) (54100)
1		1.0	1		1.0	Division Director of Power & Light
1	-	1.0	1	-	1.0	

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Electric Distribution (Fund 54) (54120)
1		1.0	1		1.0	Electric Distribution Superintendent
5		5.0	5		5.0	Electric Line Crew Supervisor
1		1.0	1		1.0	Inspector-Contractor Manager
1		1.0	1		1.0	Electric Vegetation Right of Way Supervisor
22		22.0	22		22.0	Combination of:
						Electric Line Technician III
						Electric Line Technician II
						Electric Line Technician I
						Electric Ground Worker
3		3.0	3		3.0	Electric OH/UG Equipment Operator
3		3.0	3		3.0	Electric Right of Way Trimmer
1		1.0	1		1.0	Dispatcher
37	-	37.0	37	-	37.0	Sub-Total
						Electric Engineering (Fund 54) (54110)
1		1.0	1		1.0	Electric Engineering Tech Supervisor
			1		1.0	Electric Engineering & Operations Manager
1		1.0	1		1.0	Electric Engineering Technician/Compliance Coordinator
1		1.0	1		1.0	Senior Electric GIS/CAD Technician
5		5.0	5		5.0	Combination of:
						Electric Senior Engineering Technician
						Electric Engineering Technician
						Electric Engineering Aide
2		2.0	2		2.0	Electric Engineer
10	-	10.0	11	-	11.0	Sub-Total
						Electric Hydro (Fund 54) (54150)
1		1.0	1		1.0	Hydro-Electric Supt.
1		1.0	1		1.0	Hydro Electric Maintenance Technician
4		4.0	4		4.0	Hydro-Electric Operator
1		1.0	1		1.0	Hydro-Electric Attendant
7	-	7.0	7	-	7.0	Sub-Total

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Electric Meters (Fund 54) (54140)
1		1.0	1		1.0	Electric Meter Supervisor
			1		1.0	AMI Support Technician
3		3.0	3		3.0	Combination of:
						Electric Meter Technician III
						Electric Meter Technician II
						Electric Meter Technician I
4	-	4.0	5	-	5.0	Sub-Total
						Electric Substations (Fund 54) (54130)
1		1.0			-	Electric Substation Superintendent
1		1.0	1		1.0	Electric Substation Supervisor
12		12.0	12		12.0	Combination of:
						Utility Operator
						Electric T & D Equipment Technician
						Electric Substation Technician
14	-	14.0	13	-	13.0	Sub-Total
						Telecommunications (Fund 55) (55110)
1		1.0	1		1.0	Division Director of Telecommunications
2		2.0	1		1.0	Broadband Network Engineering Technician
3	-	3.0	2	-	2.0	Sub-Total
171.0	-	171.0	154.0	-	154.0	TOTAL UTILITIES DEPARTMENT
						CONSTITUTIONAL OFFICES
2		2.0	2		2.0	Registrar
9	1.5	10.5	9	1.5	10.5	Commissioner of the Revenue
4		4.0	4		4.0	City Treasurer
82		82.0	82		82.0	Sheriff's Office
24		24.0	24		24.0	Commonwealth Attorney
16		16.0	16		16.0	Clerk of Circuit Court
137	1.5	138.5	137	1.5	138.5	TOTAL CONSTITUTIONAL OFFICES
1,061	42	1,103	1,061	42	1,103	GRAND TOTAL
						OTHER ELECTED OFFICIALS (Part-time)
						Not included in totals below
-	8.0	8.0	-	8.0	8.0	Council Members
-	1.0	1.0	-	1.0	1.0	Mayor
-	9.0	9.0	-	9.0	9.0	TOTAL OTHER ELECTED OFFICIALS

CITY OF DANVILLE

FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2019			Fiscal Year 2020			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
80	-	80.0	80	-	80.0	VDOT Fund
4	-	4.0	4	-	4.0	Central Services
21	-	21.0	21	-	21.0	Motorized Equipment
38	0.6	38.6	38	0.6	38.6	Transportation Fund
27	-	27.0	27	-	27.0	Sanitation Fund
13	-	13.0	13	-	13.0	Cemetery Fund
11	-	11.0	11	-	11.0	Wastewater Fund (Sewers)
16	-	16.0	16	-	16.0	Water Fund
48	-	48.0	47	-	47.0	Gas Fund
104	-	104.0	89	-	89.0	Electric Fund
3	-	3.0	2	-	2.0	Telecommunications Fund
1,045	42.6	1,087.6	1,045	43.1	1,088.1	
6	-	6.0	6	-	6.0	CDBG Fund
137	1.5	138.5	137	1.5	138.5	Constitutional Officer
1,188	44.1	1,232.1	1,188	44.6	1,232.6	GRAND TOTAL

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019-____.____

A RESOLUTION APPROVING THE BUDGETS OF THE VARIOUS FUNDS OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2020.

WHEREAS, the Budget of and for the City of Danville for Fiscal year 2020 has been prepared and introduced by the City Manager and received and considered by the Council, including the Budgets for the following funds:

FUND NAME (FROM)	PROPOSED EXPENDITURE	CONTRIBUTION/ TRANSFER TO GENERAL FUND
General Fund	\$112,642,580	
VDOT Special Revenue Fund	11,373,490	
Wastewater	10,195,490	705,860
Water	9,739,430	\$ 950,300
Gas	20,899,590	3,186,330
Power & Light	127,732,960	10,429,610
Telecommunications	1,251,410	81,000
Transportation	4,269,210	(264,630)
Central Services	352,570	-0-
Motorized Equipment	4,368,110	-0-
Insurance Fund	3,301,340	-0-
Sanitation Fund	3,789,480	-0-
Cemetery Fund	931,000	-0-

AND WHEREAS, a brief synopsis of said Budget has been duly published and a public hearing with respect thereto has been conducted by the Council, after due

public notice thereof, and upon consideration of which it is now necessary and desirable to approve the same as prescribed by law.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that the attached Budgets for the City of Danville for the Fiscal Year Ending June 30, 2020 representing the General Fund, VDOT Special Revenue, Water, Wastewater, Gas, Power & Light, Telecommunications, Transportation, Central Services, Motorized Equipment, Insurance, Sanitation, and Cemetery Funds, be, and the same are hereby, approved for informative and fiscal planning purposes pursuant to the City Charter and Sections 15.2-2503 through 15.2-2506 of the Code of Virginia, 1950, as amended.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019-____.____

A RESOLUTION APPROVING THE FISCAL YEAR 2020 CAPITAL AND SPECIAL PROJECTS PLAN FOR THE CITY OF DANVILLE, VIRGINIA.

WHEREAS, the City Manager of the City of Danville has proposed and the City Council has reviewed a plan prioritizing, scheduling, and funding capital and special projects; and

WHEREAS, this plan has been updated to assist with the City in the planning, acquisition, construction, and improvement of various public facilities that promote the development of the City; and

WHEREAS, the plan provides an expedient process for the City of Danville to acquire, construct, extend, renovate, and improve its utility systems in an orderly and coordinated fashion to promote the public welfare of the City and to comply with Federal and State environmental protection regulations; and

WHEREAS, projects proposed to be funded with proceeds from bonds are contingent upon City Council's approval of the issuance of such bonds; and

WHEREAS, such approval shall be by resolution and appropriation by ordinance; and

WHEREAS, it should be recognized that the plan beyond Fiscal Year 2020 is for planning purposes and does not obligate or commit the City to projects included in the plan beyond Fiscal Year 2020.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that the Fiscal Year 2020 Capital and Special Projects Plan referred to above and incorporated herein and made a part hereof by reference be, and the same is, hereby approved.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019-_____._____

**BUDGET APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2020**

WHEREAS, the Budget of and for the City of Danville for Fiscal Year 2020 has been prepared by the City Manager and, after collaboration with the Council, completed and introduced and a brief synopsis thereof was duly published once in the newspaper having general circulation within the City and due notice given of a public hearing which was held on June 4, 2019 at 7:00 p.m., in the Council Chambers, at which any citizen of the City had a right and opportunity to attend and to state his views with regard to such Budget, and such public hearing having been held as advertised, all pursuant to the requirements and provisions of Sections 8-6 and 8-7 of the Charter of the City of Danville, Virginia, 1986, as amended, and of Chapter 25 of Title 15.2 of the Code of Virginia, 1950, as amended; and

WHEREAS, the Council, after having duly considered all views and opinions expressed at such public hearing, approved such budget and does now desire to appropriate funds necessary and available to finance the Budget for the operations of the City for Fiscal Year 2020.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that:

1. The Estimated Revenues and Revenue Contributions and the appropriation of funds to finance the Budgets of and for the City of Danville, Virginia, for the period beginning July 1, 2019 and ending June 30, 2020, be, and the same hereby are, as follows:

I. GENERAL FUND

Estimated Revenue FY 2019	\$112,642,580
Appropriations	<u>112,642,580</u>
Unappropriated	<u><u>\$ -0-</u></u>

II. VDOT STREET MAINTENANCE FUND

Estimated Revenue FY 2019	\$ 11,373,490
Appropriations	<u>11,373,490</u>
Unappropriated	<u><u>\$ -0-</u></u>

II. UTILITY FUNDS

	Wastewater	Water	Gas	Electric	Telecommunications
Operating Revenues	\$ 9,358,110	9,023,610	21,935,040	129,363,920	610,630
Expenditures	<u>10,195,490</u>	<u>9,739,430</u>	<u>20,899,590</u>	<u>127,732,960</u>	<u>1,251,410</u>
Excess of Revenues Over (Under) Expenditures	(837,380)	(715,820)	1,035,450	1,630,960	(640,780)
Add: Depreciation	2,115,000	1,685,000	1,556,000	8,573,000	476,620
Contribution/Transfer (To)/From General Fund	<u>(705,760)</u>	<u>(950,300)</u>	<u>(3,186,330)</u>	<u>(10,429,610)</u>	<u>(81,000)</u>
Increase (Decrease) In Fund Balance	<u><u>\$ 571,860</u></u>	<u><u>18,880</u></u>	<u><u>(594,880)</u></u>	<u><u>(225,650)</u></u>	<u><u>(245,160)</u></u>

III. OTHER FUNDS

SUMMARY	Transportation	Central Services	Motorized Equipment	Insurance	Sanitation	Cemetery
Operating Revenues	\$3,314,580	257,400	3,408,210	3,360,200	3,768,060	996,180
Expenditures	<u>4,269,210</u>	<u>352,570</u>	<u>4,368,110</u>	<u>3,301,340</u>	<u>3,789,480</u>	<u>931,000</u>
Excess of Revenues Over (Under) Expenditures	(954,630)	(95,170)	(959,900)	58,860	(21,420)	65,280
Add (Deduct): Depreciation	<u>690,000</u>	<u>14,450</u>	<u>831,750</u>	<u>-0-</u>	<u>65,000</u>	<u>-0-</u>
Contribution/Transfer (To) From General Fund	\$264,630	-0-	-0-	-0-	-0-	-0-

Increase (Decrease)						
In Fund Balance	\$ <u>-0-</u>	<u>(80,720)</u>	<u>(128,150)</u>	<u>58,860</u>	<u>43,580</u>	<u>65,280</u>

2. Flexible budgets are hereby authorized whereby appropriations may be increased to the extent that actual revenues exceed the original revenue budget amount.

This provision shall apply to the following:

<u>Appropriation</u>	<u>Revenue</u>
Purchased Power	Electric Revenues
Natural Gas Purchases	Natural Gas Revenues
Cast Iron Main Replacement	Gas Refunds
Electric Capital Reserve	Electric Refunds
DMV Fees	DMV Fees-P/Taxes
Landscape Projects	Donations - Grant Fund
Capital Expenditures from Grants-in-Aid	Utility Grants-in-Aid of Construction
P/W Street Maintenance	VDOT Street & Hwy Maint.
Social Services	State Categorical Aid- Dept of Social Svcs.
Mass Transit Fund	State & Federal Categorical Aid – Transportation
Police/Fire/PRT Departments Extra Pay	Recoveries – Extra Pay
Police Department	Forfeited Funds- State & Federal
Police Department Investigation Expense	Interest Earned-Unexpended Federal & State Forfeited Funds
Commonwealth Attorney Prosecution Expense-State Prosecution Expense-State	Forfeited Funds Interest earned on Forfeited Funds
HAZMAT Reimbursable Expenditures	Emergency Services Funds
Older Americans Title IIIB	Program Income
Older Americans Title IIID	Program Income

Econ Development Projects	Proceeds from Sale of Buildings or Property
Human Resources Wellness Recovery Funds	Wellness Program Expenditures
Grants Funds	State/Federal Funding & Private Donations
Clerk of Circuit Court Index/Records	VA Supreme Court-Technology Trust Fund
Community Development Fund CDBG-Rehab-Private Property HOME-Rehab-Private Property	Program Income Program Income
All Funds Repairs/Replacement- From Insurance/Accident Claims	Recoveries – Accident Claims

3. For the operation of the several City departments, as set forth in the "Intra-governmental Service Fund" Budgets, the Council hereby authorizes transfers from the General Fund for cash deficits resulting from internal charges and credits for the Year Ended June 30, 2019.

4. The accounting for funds designated within the General Fund as unanticipated grants/donations not exceeding \$20,000 and requiring no local funding are authorized for expenditure/assignment within the General Fund or Special Grants Fund. Unanticipated grants/donations in excess of \$20,000 to be submitted as an additional appropriation ordinance for City Council approval and adoption.

5. Transfers of funds from the General Fund to the accounts in the "Special Grants Fund" of the City for the purpose of making temporary advances to the Special Grants Fund pending receipt of reimbursements of such grant funds and for the purpose of adjusting any cash deficits in such Special Grants Funds for the Fiscal Year Ending June 30, 2019, be, and the same are hereby, authorized.

6. Any deficit resulting from the operations of the Cemetery Enterprise Fund shall be financed by a transfer from the General Fund.
7. Authorization to transfer up to ½ the increase in Unassigned Fund Balance to the Budget Stabilization Fund at June 30, 2019 up to the maximum balance as prescribed by City Council's Financial Policy.
8. Authorization to transfer unexpended funds for the Line of Duty Act (LODA), General Liability Insurance, and Worker's Compensation to the Insurance Fund to be held in reserve for future expenses unless such transfer reduces unassigned Fund Balance/Retained Earnings in respective funds.
9. The Fiscal Year 2020 Personnel Budget setting forth the Personal Services Detail showing approved as to the total number of authorized full-time and full-time equivalent part-time positions is attached. The City Manager be, and he is hereby, authorized to allocate positions within similar occupational groupings as he may deem necessary and appropriate for the operation of the City, provided that the total number of positions and the total expenditures therefore do not exceed the authorized numbers and amounts set forth in the Budget.
10. The Director of Finance be, and he is hereby, authorized and directed to record the budget appropriations made hereby and the expenditures thereof in such manner and in such detail as may be appropriate for management and financial reporting purposes.
11. A sum of sufficient amount be, and the same is hereby, appropriated for the purchase of inventories of materials and supplies, and/or equipment and vehicle parts to maintain adequate operating inventories for City departments, provided cash funds are available for payment of said purchases.
12. The funds appropriated in Fiscal Year 2019 and in prior years for the City or School System, which were encumbered by purchase order or contract as of June 30,

2019, be, and the same are hereby, reappropriated for the purpose of liquidating said outstanding encumbrances.

13. Appropriations for the following are deemed to be on a continuing basis and will continue in effect until the purposes have been achieved or said funds expended whichever comes first:

Police Department - Investigation Expense

Commonwealth Attorney-Prosecution Expense-State Funds

Appropriations for Grants Funds - Federal, State, Local Share

Law Library

Unexpended Tuition Reimbursement Funds – To the extent funding has been committed and approved prior to June 30

Capital Improvement Projects (unless transferred or cancelled by the City Manager and/or City Council)

Sheriff's Office – Jail R& B Fee

Parks, Recreation & Tourism – Scholarship Funds & Revolving Accounts

Recoveries/Appropriations - Accident/Insurance Claims

14. Appropriations designated as transfers to Capital Improvements, other than projects funded by grant or the issuance of bonds, are hereby authorized as appropriations in the receiving fund in accordance with the Capital Improvements Plan approved by City Council.

15. All expenditures in excess of amount budgeted for Group Health Insurance shall be financed by a transfer from the Insurance Fund.

16. Authorization for appropriation of Law Library Revenues reserved from prior fiscal years in Advance Collections.

17. Authorization to carry forward unexpended appropriation for Regional Industrial Facilities Authority Debt Service including interest earned and to designate as reserved funding to be used for the purpose for which it was appropriated.

18. Authorization to carry forward unencumbered appropriation for Support of Public Schools as of June 30, 2019.

19. Authorization for appropriation in the Capital Projects Fund of Support of and Debt Service requirements for the Regional Industrial Facilities Authority as provided in the General Fund Budget.

20. Subject to the provisions herein, departments are authorized to transfer budget between line items within the department within the same fund with the following limitations:

- No transfers allowed to or from salary/benefit line items to operating line items unless approved by City Manager, Deputy City Manager, or Budget Director.
- No transfers allowed from fixed line items (General Liability Insurance, Worker's Compensation, Depreciation, Debt Service Principal/Interest, Motorpool Rental) to operating or salary/benefit line items unless approved by City Manager, Deputy City Manager, or Budget Director.
- All transfers must be approved by Department Director or designee.

21. The City Manager or designee is authorized to transfer budget from contingency within same fund.

22. The City Manager, Deputy City Manager, or Budget Director are authorized to transfer funds between departments within same fund at year-end to cover over-expenditures and during the fiscal year for special one-time purposes.

23. Budget Adjustments are hereby authorized for Bond Refundings as approved by City Council.

24. Transfers of funds from the General Fund to the Economic Development Fund are available for transfer to the Industrial Development Authority for payments of economic development projects.

25. This Ordinance shall become and be effective on and as of July 1, 2019.

APPROVED:

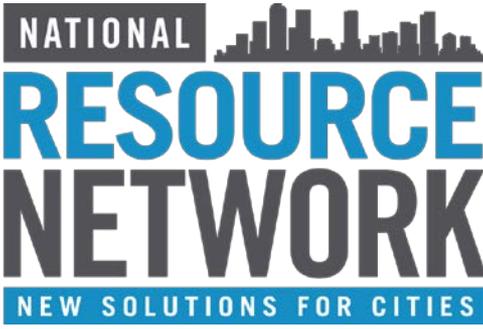
MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

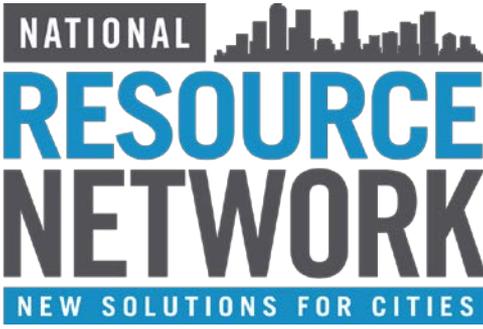


City of Danville Five Year Financial Plan

Final Presentation to Council
July 17, 2018

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Introduction

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The National Resource Network

- The National Resource Network, a core component of the federal government's Strong Cities, Strong Communities initiative, develops and delivers innovative solutions for American cities to help them address their toughest economic challenges
- Since its launch in 2013, the Network has worked with or is currently working in 50 cities nationally. Cities apply to the Network for assistance, the Network conducts an assessment to determine key challenges and opportunities, and cities and the Network work together to identify direct assistance
- In 2017, the work of the Network was continued with a \$4 million grant from the Laura and John Arnold Foundation, with a focus on supporting the Network's efforts to assist economically challenged cities by developing multi-year financial plans

A-70

What is Multi-Year Financial Planning?



A multi-year financial plan helps city leaders think through budget position, structural position, and community goals in a quantified, analytical, logical way and communicate their thoughts and priorities to different audiences. It includes:

- **A baseline projection** is like the diagnosis your doctor gives you after a physical. It reflects the City's current condition, absent significant changes.
 - For revenues, this means no assumed changes in tax rates, new taxing powers, new grants, large fee increases, or reassessment.
 - For expenditures, this means no assumed new hiring, layoffs, or wage increases that deviate from recent trends.
- In response to this diagnosis, a multi-year financial plan will include a **menu of initiatives**. Like treatment options or corrective actions, these initiatives are designed to change the city's anticipated trajectory.
- **A dynamic, easy-to-update budget model** that will help decision-makers to balance policy and operations goals in future years, even when finance staffing is limited.

A-71

A Plan for Danville



- In 2017, the City of Danville applied to the National Resource Network for assistance with multi-year financial planning. The Network had previously worked with City officials to establish a community development corporation.
- Based on an assessment, the Network recommended that the City develop a five-year financial plan to help stabilize the City's finances and increase its economic competitiveness.
- To frame the plan, the Network focused on three areas identified by the Danville City Council as priorities for community resources going forward.
 - Reduce Violent Crime
 - Improving education in City schools
 - Grow Danville
- Danville's application for Network assistance emphasized a need to think strategically on how to effect more change in the above focus areas while maintaining the current level of services to City residents.
- The multi-year financial plan and associated budget model tool will allow the City to project revenues and expenditures to better understand how discrete budget decisions may impact available resources in the future.

A-72

Danville's Challenges



- Danville qualified for Network assistance based on:
 - 2016 poverty rate of 22.5 percent compared to 12.7 percent nationally.
 - Population peaked in 1990 – at approximately 53,000 – and has declined by nearly 20 percent since with an estimated population of 42,000 in 2016.
 - Significant declines in employment in both textile and tobacco industries: as of March 2018, the unemployment rate was 6.4 percent (compared to 4.1 percent nationally).
- Danville has an urgent need to reduce violent crime.
 - In 2016, the City experienced the highest number of murders (16) it has seen in many years, with a majority of those murders involving young African American males.
 - From 2013-2016, violent crime in Danville more than doubled.
 - With 335 violent crimes in 2016, Danville had more violent crimes in any single year than at any point in the last three decades.

A-73

Danville's Challenges



- Danville must take steps to improve the City's school system.
 - Eight of the City's 10 schools have failed to reach accreditation.
 - Thirty-six percent of children living in Danville are living at or below the federal poverty level. Seventy percent of students in Danville Public Schools qualify for free and reduced lunch.
 - Although the statewide graduation rate increased from 82.1 percent to 91.1 percent between 2008 and 2016, the graduation rate in Danville has dropped from approximately 77 percent to 73 percent.
 - Between 2006 and 2016, enrollment declined from 6,906 students to 5,956 students – a 16 percent decline in the last decade.
- Danville needs a comprehensive growth strategy.
 - In 2006, Danville lost its second largest employer, the Dan River, Inc. textile mill, when production moved overseas.
 - The City and Danville Regional Foundation ("DRF") have actively partnered to spur the redevelopment of the River District.
 - The DRF has partnered with local higher education institutions such as Averett University and Danville Community College.
 - The City has also provided funding for the Danville Neighborhood Development Corporation.

A-74

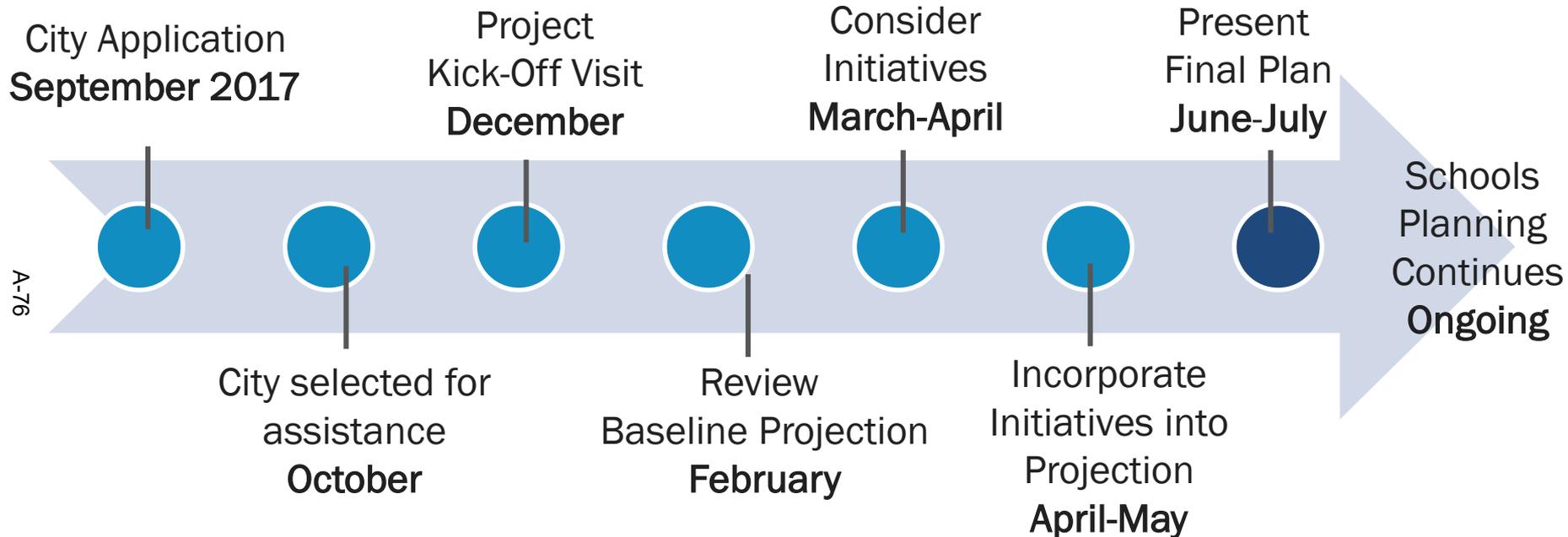
Project Timeline

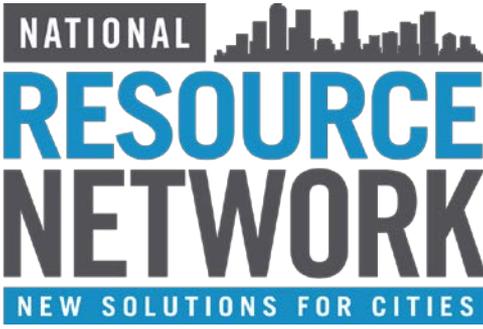


- In order to incorporate multi-year financial planning into the City's processes, the Network Team and the City jointly agreed to a project scope and timeline.
- First, the Network Team conducted research on City operations and comparable jurisdictions to better understand pressures on City resources and competitiveness.
- Second, a five-year baseline projection was created to model Danville's structural deficit in the event that City leadership does not implement needed reforms.
- Third, specific initiatives were analyzed using information and recommendations from City staff, the Advisory Committee, and best practices research.
- After a presentation to the City Council and the School Board, the City, School Board and Network agreed to move forward with a complementary multi-year planning process for Danville Public Schools.

A-75

Danville Project Timeline





Summary of Findings

A-77

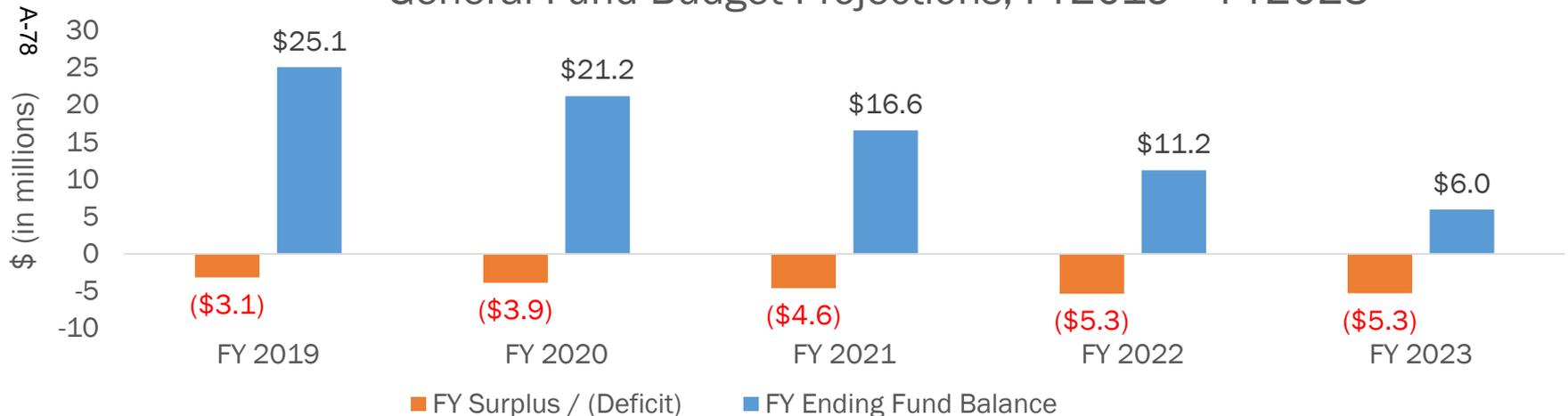




Danville's Fiscal Gap

- The Network baseline indicates Danville is projected to end FY 2023 with an annual General Fund deficit of \$5.3 million and a fund balance of \$6 million. The projected cumulative deficit over the next five years is \$22.3 million.

General Fund Budget Projections, FY2019 – FY2023



Danville's Urgent Challenge



- With a cumulative deficit of over \$22 million in the next five years, the City will completely run out of funds as early as FY 2024.
- The City government will need to make tough choices over the next five years to prevent insolvency. The Danville Plan is designed as a blueprint to provide City leadership with options to curb spending and implement targeted increases in revenue in order to bring the City budget back into balance.
- A-79 • The Plan does contain recommendations of program cuts and new taxes, but all initiatives are data-driven and based on benchmark research, best practices, and are sensitive to Danville's unique circumstances. Many initiatives would bring Danville's service delivery and revenue structure in line with those of other Virginia cities.
- Most importantly, the overarching goal of the Plan is to allow the City to make the changes necessary to begin to invest in its future in a sustainable way. The Plan also details options for investment in the priority areas identified by Council, but those investments will only be possible if the City first brings its budget into balance.

Building on Danville's Strengths



- Danville's downtown core is in the early stages of a renaissance with redevelopment of former warehouses, revitalization of commercial corridors and plans for redevelopment along the waterfront. The City – with the assistance of the Network – has also refocused on neighborhood redevelopment with the creation of a community development corporation.
- Danville has a record of financial controls and conservative budgeting. The City has strong liquidity, with total government available cash equal to 11.5 percent of total governmental fund expenditures and more than ten times greater than annual debt service payments. The City also has solid credit ratings and has historically taken steps to curb costs:
 - A 2011 “Organizational Effectiveness and Efficiency Study” that led to the elimination of 42 staff positions.
 - Elimination of cost of living increases for retirees in the City's pension system.
 - Annual savings from anticipated vacancies based on historic trends.

A-80

The Drivers of Danville's Deficit



- The City recently adopted a series of revenue increases to close their gap:
 - 7-cent increase to the real estate property tax rate.
 - 50-cent increase to the personal property tax rate.
 - 1 percent increase to the hotel occupancy rate.
 - 50-cent increase to the meals tax rate.
- However, the City's recent actions have not fully balanced the budget in the out-years. The City's structural deficit is driven by the following:
 - Year-to-year average growth in tax revenue is below inflation.
 - Annual contributions to the retirement system are increasing significantly.
 - Employee utilization of health insurance has been higher than projected.
 - The City has recently relied more on debt financing for capital projects.
 - The City has increased its use of fund balances to meet spending commitments and to promote economic development.

A-81



Understanding Danville's Economic Challenges

Putting Danville's Condition in Context



- In order to create the best plan for Danville, the Network team researched comparable jurisdictions and examined their economic and demographic conditions as well as their budgeting and spending practices.
- The team also convened the citizen Advisory Committee to understand the community's needs. The Advisory Committee was established to:
 - Review the baseline five-year financial analysis.
 - Provide input on potential revenue and savings initiatives.
 - Advise City leadership on the impacts of various policy choices on the community.
 - Review and provide input on the five-year financial analysis incorporating various policy choices (“the Plan”).
 - Support City leadership in explaining the Plan and creating buy-in among members of the community.

A-83

Danville and Other Communities



- Seven benchmark local governments were selected based on population, land area, and proximity to Danville to provide for comparative analysis in developing the Plan.

A-84

- Harrisonburg, VA
- Manassas, VA
- Martinsville, VA
- Lynchburg, VA
- Petersburg, VA
- Pittsylvania Co, VA
- Roanoke, VA

Comparative Local Government	Population
Roanoke, VA	99,329
Lynchburg, VA	78,755
Pittsylvania Co, VA	62,392
Harrisonburg, VA	51,979
Danville, VA	42,360
Manassas, VA	41,149
Petersburg, VA	31,997
Martinsville, VA	13,551
Median (excl. Danville)	47,170

Source: U.S. Census Bureau, 2016 American Community Survey 5-Year Estimates

Income



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	Median Household Income
Manassas, VA	\$74,371
Pittsylvania Co, VA	\$43,087
Lynchburg, VA	\$40,728
Harrisonburg, VA	\$40,494
Roanoke, VA	\$39,201
Danville, VA	\$33,721
Petersburg, VA	\$32,169
Martinsville, VA	\$31,719
Danville Rank	6 of 8
Median (excl. Danville)	\$40,494

	Income Per Capita
Manassas, VA	\$29,365
Roanoke, VA	\$23,611
Pittsylvania Co, VA	\$22,650
Martinsville, VA	\$22,221
Lynchburg, VA	\$22,016
Danville, VA	\$21,742
Petersburg, VA	\$20,464
Harrisonburg, VA	\$18,892
Danville Rank	6 of 8
Median (excl. Danville)	\$22,221

Danville's median household income and per capita income are below average relative to comparative cities.

Source: U.S. Census Bureau, 2016 American Community Survey 5-Year Estimates



Poverty & Unemployment

98-A

	Poverty Level
Harrisonburg, VA	33%
Petersburg, VA	29%
Lynchburg, VA	24%
Martinsville, VA	24%
Danville, VA	23%
Roanoke, VA	22%
Pittsylvania Co, VA	15%
Manassas, VA	9%
Danville Rank	5 of 8
Median (excl. Danville)	24%

	Unemployment
Petersburg, VA	6.8%
Danville, VA	6.4%
Martinsville, VA	5.7%
Pittsylvania Co, VA	4.4%
Lynchburg, VA	4.2%
Roanoke, VA	3.7%
Harrisonburg, VA	3.7%
Manassas, VA	3.0%
Danville Rank	2 of 8
Median (excl. Danville)	4.2%

Danville's poverty rate is near the benchmark median and its unemployment rate is significantly higher than the benchmark.

Source: U.S. Census Bureau, 2016 American Community Survey 5-Year Estimates; Bureau of Labor Statistics

Home Values

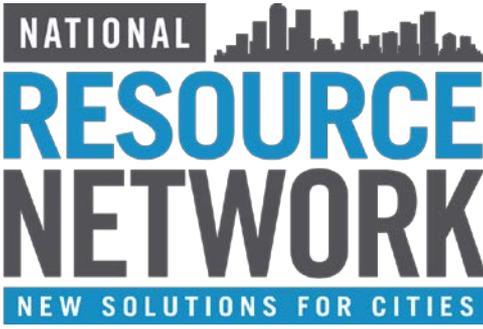


	Median Home Value
Manassas, VA	\$293,500
Harrisonburg, VA	\$197,400
Lynchburg, VA	\$149,600
Roanoke, VA	\$133,000
Pittsylvania Co, VA	\$114,400
Petersburg, VA	\$111,300
Danville, VA	\$90,800
Martinsville, VA	\$88,700
Danville Rank	7 of 8
Median (excl. Danville)	\$133,000

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Danville's median home values are below average for benchmark communities. This impacts property taxes as well as attractiveness to retailers.

Source: U.S. Census Bureau, 2016 American Community Survey 5-Year Estimates



Initiative Areas

A-88



Opportunities for Reform



- To understand Danville’s unique circumstances, the Network and the City solicited input from a citizen Advisory Committee, with representatives from members of the community with a stake in Danville’s future.
- The plan ultimately combines projections of the City’s fiscal future and focus area initiatives to articulate a strategic path forward for fiscal and economic growth. The plan will allow City leadership to make informed decisions to ensure that Danville has sufficient resources to invest in its future. Specific recommended initiatives for the City follow.
- **The Network team has identified initiatives with a total savings or new revenue impact of nearly \$75 million.** It is important to note that all initiatives should not (and, in some cases, cannot) be pursued simultaneously. However, the Plan provides the means to fix its structural deficit while identifying resources for re-investment.
- In other words, the City does not need to fully implement all of the recommended initiatives to achieve structural balance. But it does need to adopt a significant number of them to free up resources for future investment.

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Public Safety – DPD



Growing crime rates in Danville call for a comprehensive crime reduction plan. By shifting focus to prevention and increasing efficiency in both the City Farm and the Police Department, the City could use savings from the below to fund needed investments.

- Shift operations of the City Farm to the Sheriff and seek funding from the Commonwealth.
 - Cumulative Savings to FY 2023 - \$4.9 million
- Reduce City Farm population by expanding opportunities for community service sentencing.
 - Cumulative Savings to FY 2023 - \$1.6 million
- By consolidating span of control, the DPD could reduce the number of sworn officers by 9 positions.
 - Cumulative Savings through FY 2023 - \$2.6 million
- Reduce current surge in overtime spending
 - Cumulative Savings through FY 2023 - \$1.2 million

06-A



Public Safety – DFD and CSA

By reducing 911 calls through community paramedicine initiatives and Fire Prevention Predictive Analytics, the City can control costs of the Danville Fire Department to better serve the city.

- Eliminating the 9 FTEs currently assigned to fill in for Kelly shifts may lead to a higher overtime rate but would reduce overall DFD costs.
 - Cumulative Savings through FY 2023 – \$1.0 million
- After a thorough analysis of demand, response time, and facility age, the City could opt to close one of seven fire stations, subsequently eliminating 12 FTEs.
 - Cumulative Savings through FY 2023 - \$2.4 million

16-91

By reducing foster care placement, the City can align more closely with best practices.

- Shifting from foster care placement towards the provision of community services would reduce costs from the estimated 20 children per day in foster care for truancy-related placements.
 - Cumulative Savings through FY 2023 - \$1.4 million

Workforce



The City's structural deficit is largely driven by growth in employee compensation outpacing growth in revenue. Ultimately, the City needs to match the growth in the cost of compensation to match the City's revenue growth.

- Rather than increasing wages at 2 percent annually, the City could either freeze wages at FY 2019 levels, or cap wage growth at 1 percent for three years (FY 2020 to FY 2023).
 - Citywide Wage Freeze Cumulative Savings to FY 2023 - \$9.9 million
 - Although this would lead to short-term savings, it may cause future compression issues that will be costly to address. Another potential risk is the loss of qualified employees that have other options available to them, and having a less engaged workforce overall.
 - Cap Citywide Wage Growth at 1 percent Cumulative Savings to FY 2023 - \$5.9 million
 - The risk of future compression issues are lower with this option, but savings associated with it are also lower.

A-92

Workforce



Requiring employees to contribute more to Danville's Employee Retirement System (ERS), would mitigate costs.

- Incrementally increasing the employee contribution to Danville's Employee Retirement System from 1 percent to 5 percent would match the requirement for the Virginia Retirement System and reduce costs.
 - Cumulative Savings to FY 2023 - \$5.8 million
- One alternative is to apply this change only to new-hires in order to control costs in the future, depending on other steps taken as part of the Plan that have an impact on compensation.

A-93

Workforce



As health care premiums increase, the City should pursue options to reduce its health care costs while being mindful that such benefits are an important recruiting tool.

- For those employees that have access to other health benefit options, Danville could incentivize waiving City coverage by offering \$100 monthly stipends. This limits both the City's health care costs and liability.
 - Cumulative Savings to FY 2023 - \$3.1 million
- A-94 • Through either a spousal carve-out or buy-up program, the City could reduce the costs of coverage to spouses and families.
 - Cumulative Savings to FY 2023 - \$2.3 million
- Typically finding 8 percent of dependents ineligible, conducting a Dependent Eligibility Verification Audit (DEVA) could aid Danville in realizing savings by controlling dependent costs.
 - Cumulative Savings to FY 2023 range from \$1.2 - \$1.6 million
- Adjusting the employee contribution to health premiums from 11 percent to 30 percent would significantly reduce the City's annual health care burden.
 - Cumulative Savings to FY 2023 range from \$1.3 - \$1.9 million

Operational Efficiency



The City should explore alternative models of service provision – particularly in those areas where Danville’s number of FTEs associated with a discrete function exceeds those of its peers.

- Options include:
 - Departmental Reorganization
 - Managed Competition
 - Shared Services
- Applying the managed competition model to facility maintenance and custodial services within Public Works could drive down costs.
 - Cumulative Savings to FY 2023 - \$200,000
- In some cases, it makes sense to consider ending City operation of underutilized services and/or infrastructure entirely, such as the Westover Branch Library and the Danville Regional Airport.
 - Cumulative Savings to FY 2023 - \$1.25 million
- As Danville attempts to bring its budget in structural balance, the City should review its direct appropriations to outside entities to appropriately prioritize City expenditures.

Utilities



Danville is the only municipality in Virginia to operate electricity, natural gas, water, wastewater, and telecommunications utilities. By adjusting General Fund contribution amounts, investing in energy efficiency, and conducting an independent review of utility assets the City would be able to act strategically in the interests of ratepayers.

- After reviewing the City's Utility Transfer Funding Formula, adjusting financial policies to allow the City to establish a multi-year minimum rather than a fixed transfer amount would allow the City to maintain reliability in the revenue stream while adding the flexibility to capture potential annual increases in the transfer formula. There is also the opportunity to do a one-time transfer of foregone revenue.
 - Cumulative Revenue to FY 2023 - \$2.75 million

A-96

Revenue



To address the City's structural deficit in a sustainable way, revenue options must be on the table. Adjusting Danville's tax rates and structure would allow for investment in the focus areas identified by the City Council.

- Danville has the lowest real estate tax among its peers and could significantly increase revenue through an increase in the tax rate to \$1.00.
 - Cumulative Revenue to FY 2023 - \$17.0 million
- By raising the personal property tax, the City could capitalize on the consistent upward trend of personal property value. Raising the tax rate by \$0.10 per year for five years would yield greater earnings without shocking the tax base.
 - Cumulative Revenue to FY 2023 - \$3.35 million
- Because Virginia allows local jurisdictions to levy an additional tax on cigarettes, the City could levy a tax on cigarettes and use the revenue to benefit school or health programs.
 - At \$0.30 per pack - Cumulative Revenue to FY 2023 - \$2.1 million
- Tax base expansion of the personal property tax and legal document taxes can increase revenue without necessarily increasing rates.
- Additionally, adjusting the City's investment strategy to increase returns from the City's holdings could result in increased revenue without raising taxes or affecting services.

A-97



Potential Investments in Danville

Once the structural deficit is addressed, the City can begin to make investments to grow Danville. Various projects outlined by City officials, staff, and stakeholders include:

- Increasing funding for Danville Public Schools, including its capital program.
- Comprehensive crime reduction plan.
- Re-aligning economic development goals with GO Virginia and adopting a regional approach to development strategies.
- Fully funding the City's Capital Improvement Plan.
- Construct new parking structure in River District to facilitate redevelopment of large catalyst buildings
- Redeveloping the White Mill site and the Schoolfield Mill site.
- Building a new police station.
- Building a new sports arena and/or creating a sports commission.
- Reducing energy costs and creating jobs.

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FY 2019 – FY 2023 Projection

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Developing A Baseline Projection



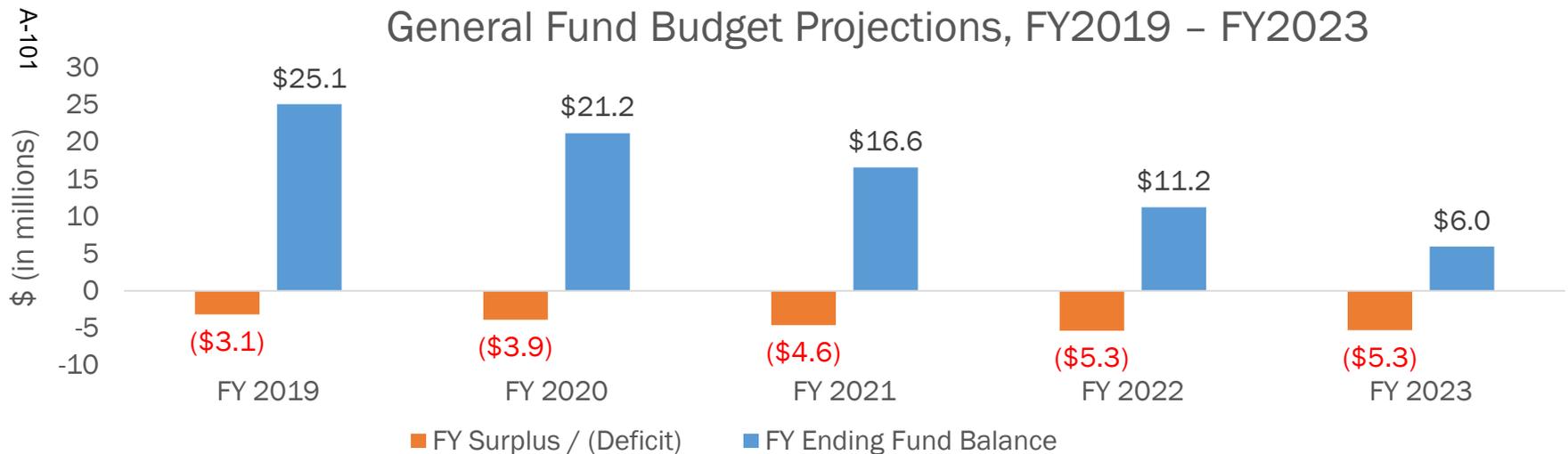
- The process of creating the five-year budget model starts with analyzing the City's historical General Fund actuals and budget data.
- Line-item detail is organized into categories representing the City's major revenues and expenses.
- Growth rates are applied to these categories to project revenues and expenses in future years. The project team works with the City to understand the drivers of revenues and expenses in order to select growth rates.
- For the baseline forecast, growth rates reflect inflation, known or assumed growth in revenues and expenditures, and other known events.
- The model uses the FY 2019 adopted budget in its baseline forecast and applies growth rates to those amounts to project future years.
- The baseline forecast is intended to show what the City's financial results could be with no corrective action.

A-100



Danville's Baseline Projected Deficit

- Danville is projected to end FY 2023 with a General Fund deficit of \$5.3 million and a fund balance of \$6.0 million.
- The **projected cumulative deficit over the next five years is \$22.3 million**, or approximately one year of real estate and business license tax collections combined.

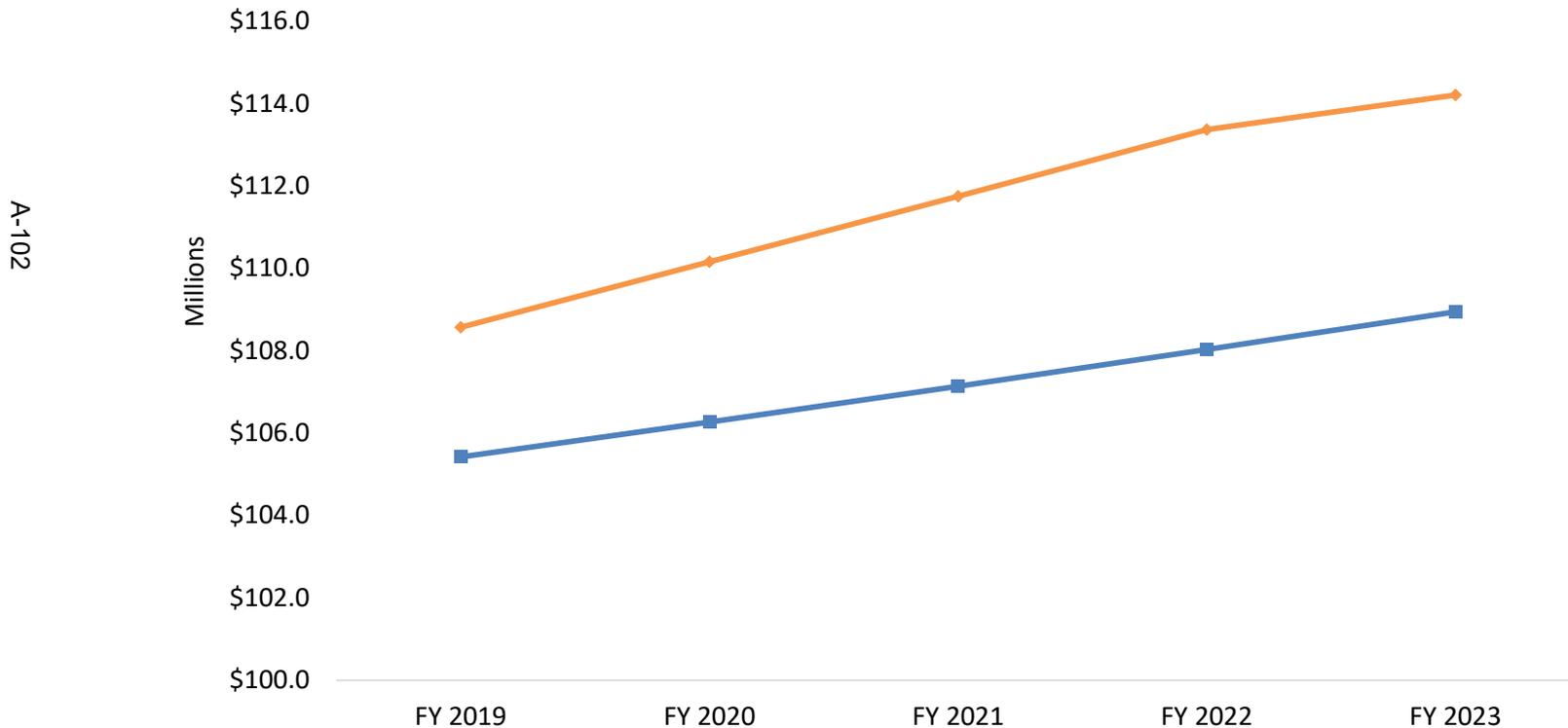


Unaligned Revenues and Expenditures



- Without corrective action, Danville is projected to experience annual deficits in each of the next five years.

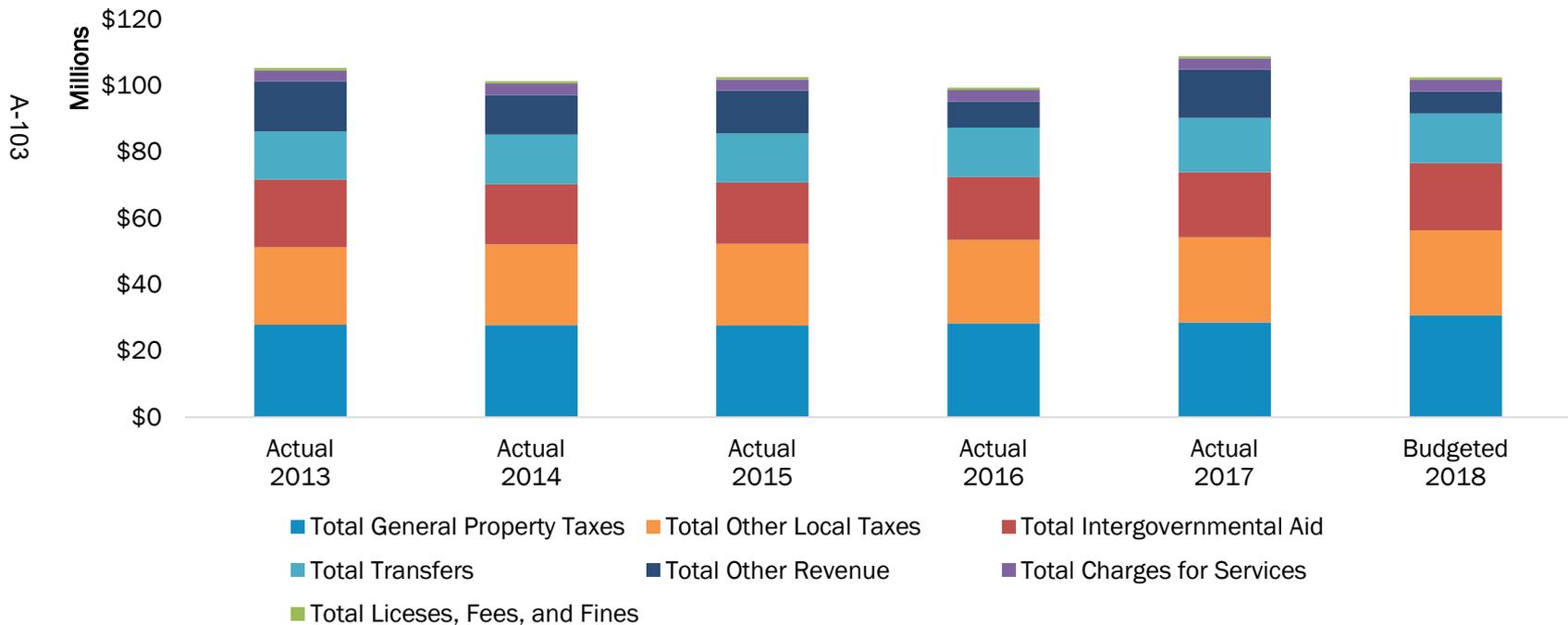
General Fund Budget Projections, FY 2019 – FY 2023



Historical General Fund Revenues

- Property tax (26 percent), Other Local taxes (24 percent) and Intergovernmental Aid (18 percent) make up 68 percent of Danville’s historical General Fund revenue for FY 2017.

Historical General Fund Revenues
FY 2013 – FY 2018 Budget

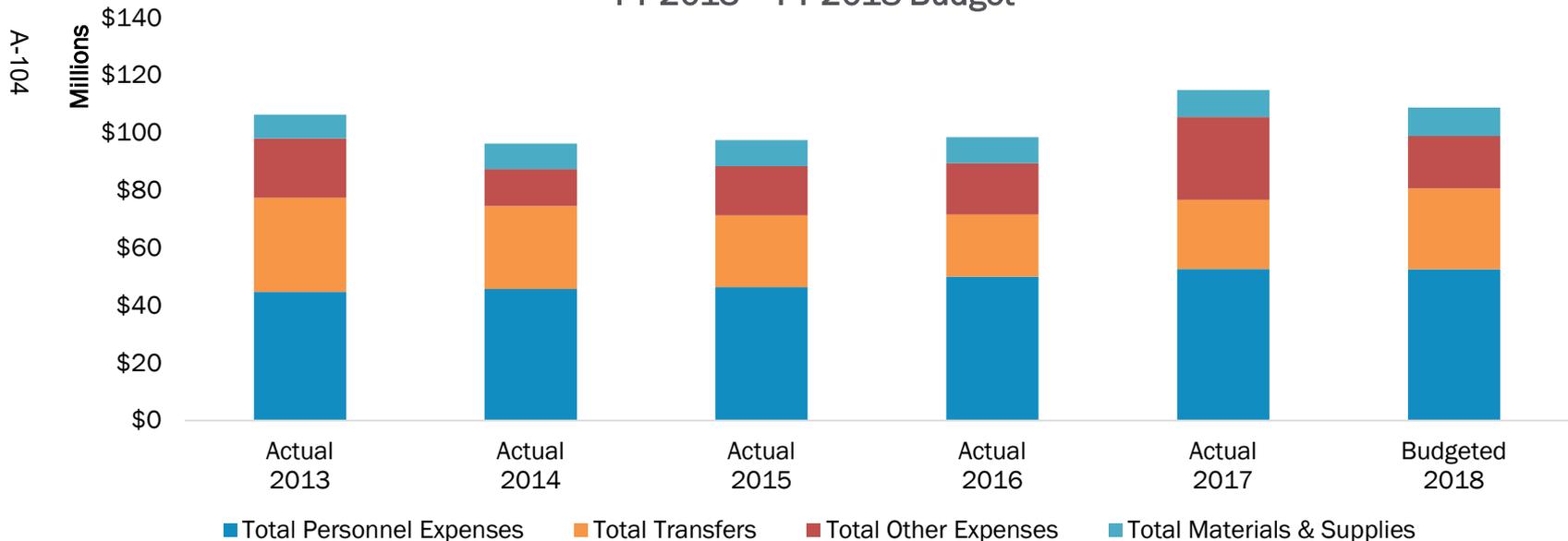


Historical General Fund Expenditures



- Personnel costs, primarily wages and benefits, make up 46 percent of the City’s General Fund expenditures for FY 2017.
- The City also “transfers out” a significant amount each year. The City contribution to Danville Public Schools, most of which is used for personnel costs, was 15 percent of FY 2017 General Fund expenditures.

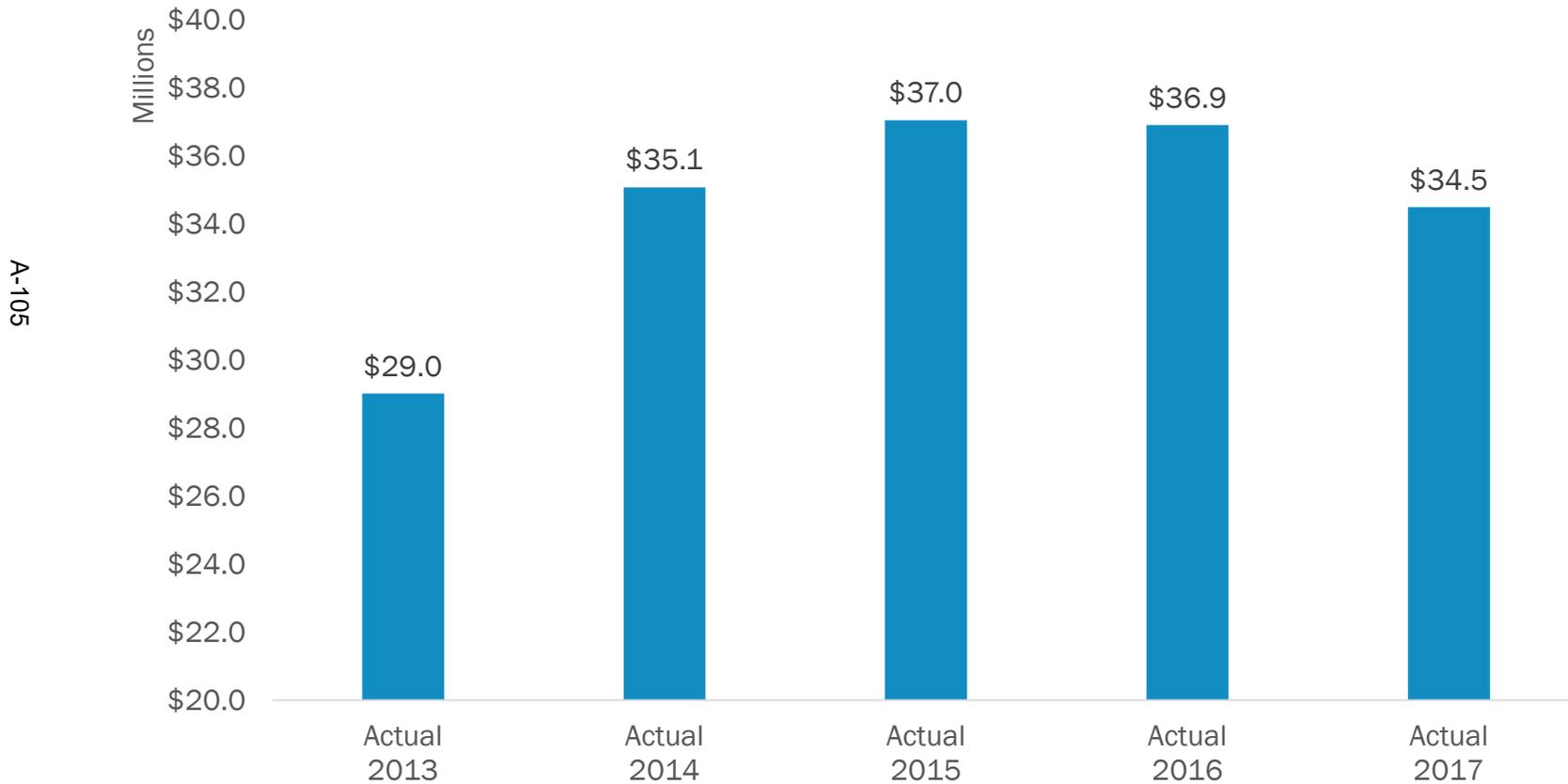
Historical General Fund Expenditures
FY 2013 – FY 2018 Budget



Historical Fund Balances



Historical Unassigned Fund Balance
FY 2013 – FY 2017

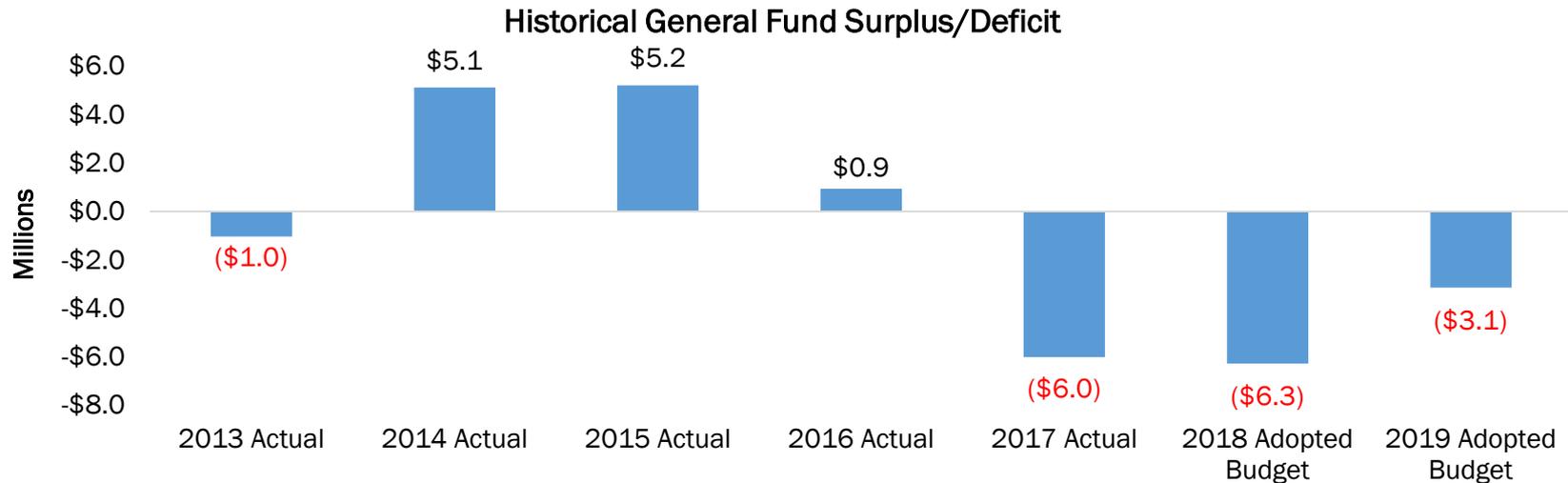


Danville's Structural Deficit



- After three consecutive fiscal years ending in a budget surplus, Danville ended FY 2017 with a \$6.0 million deficit.
- The FY 2018 budget is projected to result in a \$6.3 million deficit.
- Danville's baseline projection includes the aforementioned FY 2018 deficit and a deficit of \$3.1 million in the FY 2019 adopted budget. In other words, the City would be spending over \$15 million from fund balance in just three years.

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FY 2019 Adopted Budget

- The baseline includes the City's FY 2019 adopted budget in the five-year projection.
- Outlined below are changes in policy reflected in the FY 2019 adopted budget:
 - Prepared meals tax rate increase from 6 percent to 6.5 percent
 - Transfer to capital fund decrease of \$1.8 million
 - Changes to public safety retirement benefits
 - Retirement eligibility change from 55 with 30 years of service to 50 with 25 years of service
 - Retirement multiplier increase from 2 percent to 2.2 percent
 - A \$2.5 million investment in a new Riverfront Park

A-107

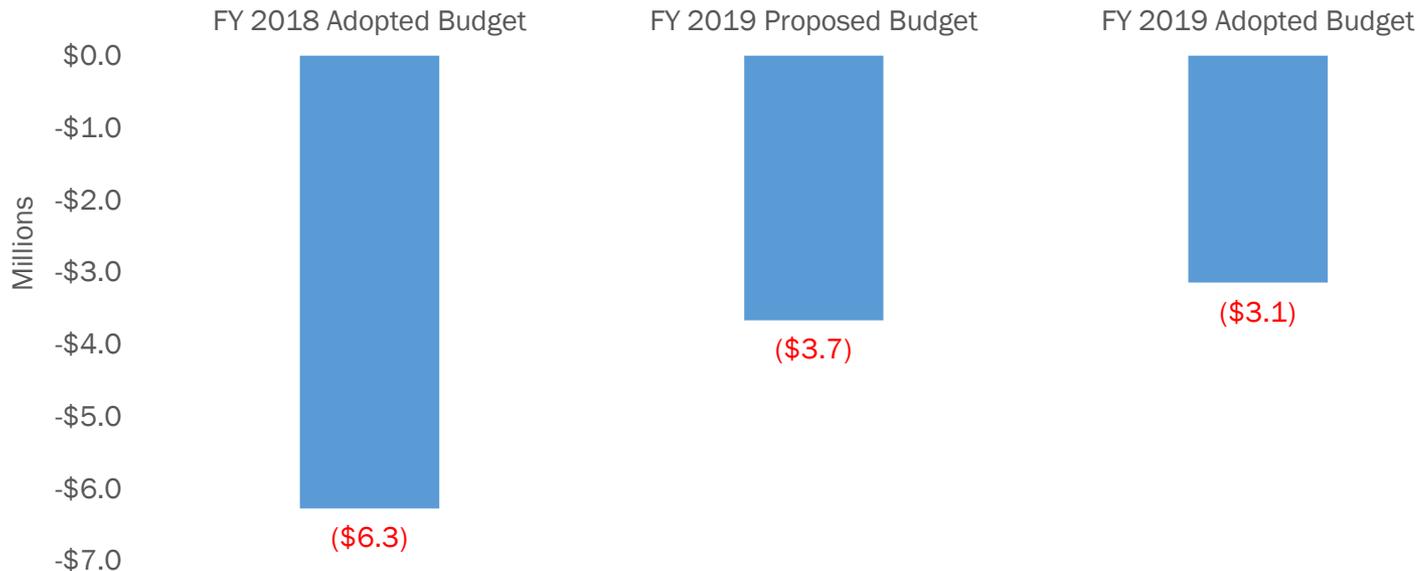


FY 2019 Proposed vs. Adopted Budget

- The FY 2019 adopted budget results in a deficit of \$3.1 million
 - This is a reduction of \$600,000 from the FY 2019 proposed budget deficit and \$3.2 million less than the FY 2018 adopted budget deficit. However, this reduced deficit was largely obtained via the use of one-time cuts and capital spending deferrals.

Fiscal Year Ending Deficit

A-108



Revenue Growth Rate Assumptions



- **Real Estate Tax**

- 14 percent of total General Fund revenue in FY 2017
- Held flat in the adopted FY 2019 budget
- 0.35 percent annual growth in subsequent years based on historical growth in assessed value, holding collection rates constant

- **Utility Transfers**

- 14 percent of total General Fund revenue in FY 2017
- No growth in utility transfer amounts (assumes the City makes no policy decision to increase the transfer)

- **Personal Property Tax**

- 8 percent of total General Fund revenue in FY2017
- 7.7 percent growth in FY 2019 due to the rate increase from \$3.00 to \$3.50 per \$100 valuation on January 1, 2019
- 2.1 percent annual growth in subsequent years based on historical growth in assessed value

A-109

Revenue Growth Rate Assumptions



- **Local Sales Tax**

- 8 percent of total General Fund revenue in FY 2017
- 2.2 percent inflationary growth
- Assuming stable levels of sales in the City and tax collections will grow naturally along with inflation

- **Prepared Meals Tax**

- 7 percent of General Fund revenue in FY 2017
- Adopted FY 2019 budget includes an increase in prepared meals tax from 6 percent to 6.5 percent. The increase is expected to add \$0.7 million in revenue above FY 2018 budgeted levels.
- Following this increase in revenue, 1.3 percent inflationary growth is applied based on the City's expectations

- **Business/Occupation License Tax**

- 5 percent of General Fund revenue in FY 2017
- This revenue is held flat based on historical trends

A-110

Expenditure Growth Rate Assumptions



- **Salaries and Wages**

- 32 percent of total General Fund spending in FY 2017
- 2.0 percent annual growth is assumed, consistent with the City's pay-for-performance policy

- **Transfer to Schools**

- 15 percent of total General Fund spending in FY 2017
- Schools transfer declines by \$221,000 from the FY 2018 and FY 2019 budgeted amount, then assumes the City does not make a policy choice to increase or decrease the transfer in any future years

A-111

Expenditure Growth Rate Assumptions



- **Health Insurance**

- 8 percent of General Fund spending in FY 2017
- 4.9 percent annual growth, based on Kaiser Family Foundation projections of growth in U.S. health care spending

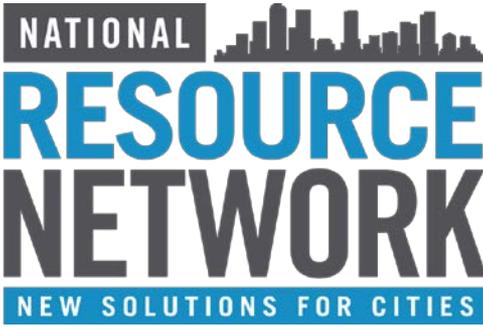
- **Transfer to Capital**

- 5 percent of General Fund spending in FY 2017
- Held flat at the adopted FY 2019 level, which is a decrease from FY 2018

- **Debt Service**

- 4 percent of General Fund spending in FY 2017
- Projections made using the latest information from the City's debt service schedule
- Assumes no new debt issuances
 - Any capital expenditures above the \$4.8 million budgeted each year from current revenues are not in the baseline (and would have to be borrowed or spent from fund balance).

A-112



A-113

A Plan for Fiscal Sustainability



A Plan for Fiscal Sustainability



- The fiscal challenges facing Danville are significant and serious. Without draconian measures, it is not possible to close the City's structural deficit in one year.
- And while the City needs to first ensure that existing revenue is being spent well and wisely, any plan for fiscal sustainability also needs to consider opportunities for increased revenue.
- Finally, the goal of a multi-year financial plan must be more than just a balanced budget. The City must have adequate resources to make necessary investments in infrastructure and continue to support the priorities outlined by the City Council: reducing crime, improving local education, and creating economic opportunity to grow Danville.

A-114

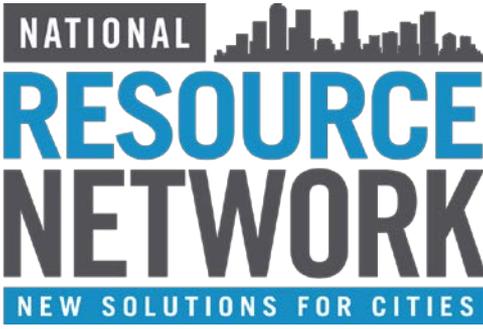
A Plan for Fiscal Sustainability



The Danville Plan focuses on the following areas:

- **Public Safety:** The Police and Fire Departments account for a substantial portion of General Fund spending. Without reducing costs in these areas, structural balance will be nearly impossible to achieve.
- **Workforce Issues:** Nearly half of all General Fund spending goes to employee compensation and benefits.
- **Operational Efficiency:** While efforts are focused on those areas where the City currently spends the most, the City cannot overlook opportunities for efficiency savings across all departments – including determining whether the City should be providing certain services at all.
- **Danville Utilities:** While the Utilities are self-sustaining Enterprise Funds, they provide a significant annual contribution to the City's General Fund.
- **Other Revenue Opportunities:** After expenditures are examined, the City will likely still need additional resources to re-invest in Danville.
- **Investing in Danville's Future:** Beyond achieving a balanced budget, the Plan frees up adequate resources for continued investment in education, economic development and crime reduction.

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More Efficient and Effective Public Safety

A-116



Reduce the Cost of the ADC (City Farm)



- The local incarceration rate in Danville is nearly five times the national rate and three times the rate for local jurisdictions in Virginia.
 - Danville is the only local government in Virginia that continues to run its own local detention center.
 - In 2016, the average daily population (ADP) for the Jail was 246, the ADP for the Juvenile Detention Facility was 24 and the ADP for the ADC was 135.
- Between FY 2013 and FY 2017, combined actual City spending (not including funding from the State) for the Jail, Adult Detention Center (ADC) and Juvenile Detention Facility has increased by 16.7 percent – compared to overall growth in non-public safety General Fund spending of 5.6 percent.
- When factoring in debt service related to the ADC, JDF and Jail and employee benefit costs accounted for in Non-Departmental spending, the combined FY 2018 cost of ADC, JDF and the Jail is \$9,768,026.
- Most of the cost of operating the Jail is borne by the Commonwealth of Virginia. The cost of the Juvenile Detention Center is shared with the other counties that house juvenile offenders.

A-117

Reduce the Cost of the ADC (City Farm)



- The ADC had 38 budgeted positions in FY 2017 and 38 budgeted positions for FY 2018.
- As of December 3, 2017, there were 131 offenders housed in the ADC.
 - The most prevalent charge for ADC housed offenders was revocation of probation – accounting for 52 percent of total inmates on that date. The next two most prevalent charges for ADC inmates were Larceny (7.6 percent) and Assault and Battery (6 percent).
 - For those inmates at ADC because of probation revocation, the charge on initial conviction was largely for non-violent offenses. Out of 68 inmates, 28 were originally arrested for charges related to theft or fraud and another 20 were initially arrested for charges related to drug possession or sale.

A-118

Reduce the Cost of the ADC (City Farm)



- The City should shift control of the operation of the ADC to the Sheriff.
 - The City Manager, Police Chief and Sheriff should convene a working group to develop a plan for the transition. The City would need to work with the Compensation Board and its legislative delegation to ensure the Commonwealth would provide additional funding for Sheriff staff assigned to the ADC.
- The goal should be a full transition to the Sheriff by FY 2020. Assuming that the City receives funding from the Commonwealth for ADC staffing in proportion to current funding for the Sheriff and receives a \$4 per day per diem, net savings to the City would be \$1.2 million annually or \$4.9 million over the plan.

A-119

Transition control of ADC to Sheriff

- FY 2020 Savings - \$1.2 million
- Cumulative Savings to FY 2023- \$4.9 million

Reduce the Cost of the ADC (City Farm)



- While shifting control of the ADC to the Sheriff would reduce staffing costs to the City, Danville would still bear costs related to inmate custody such as food and medical costs. In addition, the City could bear long term costs related to the need for additional capital investment.
 - Other Virginia municipalities, local sheriffs and City governments operate community service programs where offenders are required to provide a certain, limited number of hours of community service.
 - While there is a risk of non-appearance, most offenders sentenced to community service do attend and participate. Because the programs are non-custodial, the costs are significantly lower.

A-120

Reduce the Cost of the ADC (City Farm)



- The City should work toward a goal of eliminating the ADC and replacing it with a community service alternative by Year 5 of the plan. A phased approach, beginning in FY 2021, would produce an additional \$1.6 million in savings by FY 2023.

A-121

Replacing ADC with Community Service Programs

- FY 2021 Savings - \$282,000
- Cumulative Savings to FY 2023 - \$1.6 million

Danville Police Department (DPD)



- The Police Department has more employees and a larger budget than any other City department. The FY 2018 budget calls for spending \$9.8 million on the DPD and there are 132 FTEs (NOTE: These figures do not include the ADC or JDF).
- Between FY 2013 and FY 2017, actual spending on the DPD increased by 22.6 percent – compared to an overall increase of 5.6 percent in non-public safety General Fund spending (NOTE: This does not include centrally budgeted benefits and debt service).
- When factoring in centrally budgeted employee benefit and debt service costs, the budgeted cost of the Police Department increases to \$10.8 million in FY 2018.
- As of December 2017, the DPD had 120 sworn positions and 12 civilians: there were 13 vacant positions.

A-122

Danville Police Department (DPD)



- Calls for Service to the DPD have been declining over the last ten years – dropping from a high of 89,762 in 2010 to a low of 58,385 in 2016.
- The majority of calls for service are for less serious offenses, alarms, traffic issues and animal control.

Call Type	Number of Calls For Service
Alarms	5,202
Disturbance of the Peace	3,429
Vehicle Crashes	2,395
Suspicious Person, Object, Vehicle, Circumstances	2,104
Theft	1,642
911 Hang Ups	1,798
Animal calls	1,188
Traffic Hazards	1,118
Trespassing Issues	1,060
Damage, Vandalism, Mischief	914

A-123

Cost Control at DPD



- Based on data from the 2016 UCR, Danville had:
 - 315.1 Police FTEs per 100,000 residents compared to an average of 297.9 for the following benchmarks (Harrisonburg, Lynchburg, Manassas, Martinsville, Petersburg, Pittsylvania County, Richmond, Roanoke)
 - 296 sworn officers per 100,000 residents compared to an average of 249.7 for the same benchmark cities
- But Danville has significantly fewer FTEs and officers than benchmarks when factoring in its very high violent crime rate:
 - 394 Police FTEs per 1,000 violent crimes compared to an average of 1,249.1 for the benchmark cities (excluding Richmond)
 - 370.1 sworn officers per 1,000 violent crimes compared to an average of 1,059.2 for the benchmark cities

A-124



Expand Arrest Diversion Options

- A comprehensive crime reduction plan should include alternative responses to lower level offenses to allow for a greater focus on violent crime and community policing.
- In 2017, DPD made 4,860 arrests – compared to a high of 5,850 arrests in the prior five years. Most DPD arrests, however, were for relatively low level offenses.

Top Ten Arrest Charges by Category, DPD, 2017

Related Charge	Frequency
Contempt	793
Assault	605
Parole, Probation, Supervision Violation	453
Marijuana	436
Drunk In Public	388
Larceny	181
Driving Under the Influence	167
Fail to Appear	131
Trespassing	129
Concealing or Taking Possession of Merchandise	123

A-125

Expand Arrest Diversion Options



- Other police departments treat relatively minor, non-violent offenses differently. For example, many police departments no longer make arrests for possession of small amounts of marijuana and instead cite and release offenders. The result is a reduction in police time needed for processing of the arrest – and in some cases a reduction in cost related to the Jail.
- By expanding the use of citation, the DPD can further increase the amount of sworn officer time available for patrol. In addition, to the extent that some arrests occur at the end of a shift, reducing arrest activity can also affect police overtime.

A-126

Cost Control at DPD: Span of Control



- New DPD leadership has already recognized the need to flatten the organization, re-assigning captains from responsibility over individual shifts to geographic areas. The number of regional captains, however, could be reduced over time from four to two: this could be accomplished through attrition and would save two positions.
- Each of the four platoons has a Lieutenant, Sergeant, Corporal and 14 Officers. In other words, there are three supervisors for 14 officers. Eliminating a corporal for each platoon would save four additional positions.
- Within the Services Division, there is a Captain between the Lieutenant and the Major. Eliminating this position would save an additional position.
- The responsibilities of the Accreditation Corporal could be transferred to the Records Clerk, saving an additional position.
- The street crimes unit currently has a Lieutenant, 2 Sergeants and 6 officers assigned to it. One of the Sergeant positions can be eliminated.

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Cost Control at DPD: Span of Control

- Together, these shifts in span of control could reduce the number of sworn officers by 9 positions and save \$2.6 million over the next five years.

Total Annual Savings

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Rank	Salary	Benefits	Health Insurance	Total	# of FTEs	
Corporal	\$55,952.40	\$7,897.54	\$7,397.34	\$71,247.28	5	\$356,236.40
Captain	\$86,108.35	\$12,153.98	\$7,397.34	\$105,659.67	3	\$316,979.01
Sergeant	\$50,668.89	\$7,151.79	\$7,397.34	\$65,218.02	1	\$65,218.02
						\$738,433.43

Consolidate span of control

- FY 2019 Savings - \$369,000
- Cumulative Savings through FY 2023- \$2.6 million



Cost Control at DPD: Overtime

- Police Department overtime has increased from \$184,814 in FY 2013 to \$486,804 in FY 2017. Based on year-to-date spending in FY 2018, the Department is on track to spend \$492,970 for the full year. While Department officials indicate that overtime is funded out of unfilled salary costs, more effective management may also reduce cost.
- DPD officials indicate that a significant amount of this overtime is due to current on-going investigations that should be ending in the next few months.
- The Police Department should increase monitoring of overtime and leave with a goal of a twenty percent reduction in FY 2019 and a reduction to FY 2013 overtime levels by Year 3 of the plan. Total savings over five years would be \$1.2 million.

A-129

Reduction in overtime hours

- FY 2019 Savings - \$ 97,000
- Cumulative Savings through FY 2023- \$1.2 million

Cost Control at DPD: Civilianization



- DPD is a “full service” department. In other words, sworn officers respond to virtually all calls for service. Other police departments have recognized that non-sworn officers – civilians – can be used to respond to a number of non-emergency calls.
- These civilians – often known as Police Service Technicians (PST) – can respond to some calls for vehicle crashes, traffic hazards and disabled vehicles. In most cases, there is no requirement for a sworn officer for these calls.
- A-130 • Civilians could also be deployed – instead of sworn officers – to support efforts at increased community policing. For example, the department could hire civilians focused and specialized in community engagement, outreach and problem solving.
- There are multiple benefits to a PST/Civilian program:
 - It allows sworn officers to spend more time engaged in proactive or community policing
 - It allows sworn officers to spend more time responding to more serious calls
 - It creates a pipeline for future candidates to become officers
 - It produces a cost savings benefit of the difference between the cost of a sworn officer and a PST

Cost Control at DPD: Civilianization



- Civilianization would occur at the DPD in two phases:
 - Under Phase I, DPD would work to civilianize certain functions in the Services Division that are currently handled by sworn officers but could be performed by civilians. Under this phase, the two lieutenants in the Services Division would be replaced first and they would oversee the transition of the crime scene unit to civilians.
 - Under Phase II, DPD would launch a PST program so that civilians would begin to respond to non-emergency calls that do not require law enforcement. The goal would be to reduce the number of sworn officers by 10 while hiring civilians to fill those positions at 75 percent of the cost.
- Total savings from civilianization over a five year period would be \$651,000.

A-131

Civilianization

- FY 2020 Savings – \$78,000
- Cumulative Savings through FY 2023– \$651,000



Danville Fire Department (DFD)

- The Fire Department has more employees and a larger budget than any other City department except the Police Department. When factoring in centrally budgeted employee benefit and debt service costs, the fully budgeted cost of the Fire Department is \$9,934,474 in FY 2018.
- Between FY 2013 and FY 2017, actual City spending for DFD has increased by 8.0 percent -- compared to overall growth in non-public safety General Fund spending of 5.6 percent.
- As of December 2017, the DFD had 119.5 sworn positions and 25.5 civilians operating out of 7 fire stations.
- A 2017 NFPA survey found that for cities of 25,000 to 49,999, the median number of career firefighters per 1,000 residents was 1.0: in the South, the median was 1.64. If the South median were applied to Danville, DFD would have 70 firefighters.

A-132

Danville Fire Department (DFD)



- Just over 1 in 4 departments serving jurisdictions of 25,000 to 49,999 residents are mostly or all volunteer. Nationally, these same communities had an average of .095 stations per 1,000 residents. Applying this average to Danville, DFD would have 4 fire stations.
- An analysis comparing Danville to other specific benchmark cities also found that Danville has a large fire department relative to its population (290 FTE per 100,000 residents compared to 213 for the benchmark cities). In 2015, it was second only to Petersburg out of all comparable cities; Petersburg has since taken drastic steps to achieve fiscal solvency.
- However, when calls for service are factored in, benchmarking results in a different picture. As of 2015, Danville had 519 Fire FTEs per 1,000 fires compared to an average of 626 for the same benchmark cities (Manassas, Martinsville, Lynchburg, Petersburg, Roanoke, Richmond) and 299 Fire FTEs per 1,000 calls for service, compared to 544 for the same benchmark cities.

A-133

Danville Fire Department (DFD)



- Number of firefighters declined from 123 in FY 2007 to 121 in FY 2016 while the number of incidents (service calls, rescues, false alarms, etc.) increased.

Year	Total Incidents
2011	6,430
2012	6,610
2013	6,730
2014	7,196
2015	7,922
2016	8,216

Source: Danville Fire Department 2016 Annual Report

- In 2016, 69 percent of calls for service were medical. Among fire calls, just 217 calls were for structural fires and only 27 of those were declared working fires.
- While the majority of Fire Department calls are as first responder, the Fire Department does not provide ambulance or EMS service. Instead, the City provides funding for two EMS related activities. In FY 2018, the City allocated \$97,570 for Ambulance and Rescue and \$9,060 for the Western Virginia EMS Council.

A-134

Control DFD Cost



- In 2015, DFD responded to 186 total calls per 1,000 residents compared to 131 total calls per 1,000 residents as the average for other benchmark cities.

	2017	2016	2015	2014	2013
Fire Calls	1,560	1,576	1,423	1,357	1,320
Working Fires	26	27	42	47	NA
Inspections	1,361	1,170	1,499	1,070	896

A-135

Community Paramedicine



- Fire departments across the U.S. are working to reduce frequent 911 calls through community paramedicine initiatives. Under those initiatives, firefighters responding to frequent medical calls can refer residents to alternative health and social service programs or telecommunicate with doctors from the response scene to avoid the need for transport, emergency room care and future calls.
- Diversion programs are frequently supported by funding from hospitals and insurers as a means of cost aversion. Different diversion programs fall into three categories:
 - Post-Discharge Short-Term Follow Up programs are designed to drive down costly hospital readmission rates for patients with chronic conditions.
 - Frequent EMS User programs identify frequent 911 callers for intensive, short-term case management.
 - Alternative Destination programs empower paramedics to make onsite decisions to offer 911 callers transport to non-emergency room care, either through in-home hospice, health crisis centers, or urgent care facilities

A-136

Community Paramedicine



- Most calls to the DFD are as a first responder on medical calls and medical calls are what is driving the overall increase in DFD calls for service. Many calls to DFD for medical response are from individuals who frequently call 911. Many times these are calls for relatively minor medical incidents and many times calls for emergency response could be avoided by referring callers to medical care or social services.
- In November 2017, the Danville Life Saving Crew launched a Community Paramedicine service to reduce calls by frequent users who could be diverted to other services.
- As of May 2018, the community paramedicine program had identified 78 frequent users who accounted for nearly one-quarter of all calls to 911. DFD should work closely with DLSC, local hospitals and insurers on the current community paramedicine initiative and evaluate opportunities for expansion. Reducing call volume could potentially reduce some of the DFD's staff needs. More importantly, by diverting residents to more appropriate health interventions, it could improve overall health in the community.

A-137

Fire Prevention Predictive Analytics



- DFD can reduce the demand for service through fire calls as well. One step would be to reduce the number of false fire calls – calls where DFD begins a response only to find that there was in fact no fire. Out of 1,560 fire calls in 2017, 615 calls were false alarms.
- DFD could also use data to better predict the location of fires and to engage in fire prevention activities in those locations. The New Orleans Fire Department used data from the American Housing Survey and American Community Survey to identify New Orleans households without smoke detectors and most likely to have a structural fire – including income, age of structure, when resident moved in.
- DFD can utilize the same analytics through <http://labs.enigma.io/smoke-signals/>.

A-138

Control DFD Cost



- DFD has 114 fire suppression personnel working on 3 shifts, with each shift of 24 hours and 159 hours in a 21 day cycle.
- There are 7 stations, each with 1 captain, 1 Engineer and 2 Firefighters per shift: the exception is Station #1 with 1 captain, 2 Engineers and 8 Firefighters per shift. Each shift has a battalion chief and 2 lieutenants.
- Emergency Communications has 20 personnel with one supervisor and 4 tele-communicators per shift.
- During 2016, DFD had 4 retirements and 2 resignations from the Fire Division and 3 resignations and 1 dismissal from ECC.

A-139

Control DFD Cost



- **Eliminate staff currently assigned to fill in for Kelly shifts (9 FTEs).** These firefighters currently assigned to Station 1 primarily fill in for firefighters on Kelly days.
 - In lieu of these replacement staff, some stations would have to operate with 3 personnel per apparatus. In case of structural fires, it would require multiple stations to deploy.
 - Elimination of 9 firefighters at average compensation of \$54,500 per year (including average salary of \$40,945.85, with some of the savings offset with a need for additional overtime).

A-140

Control DFD Costs – Eliminate Kelly Shift Replacement

- FY 2020 Savings – \$161,000
- Cumulative Savings through FY 2023 – \$1.0 million



Control DFD Cost

- **Eliminate one station (12 FTEs):** The City could opt to close one of the seven fire stations. It would need to conduct an analysis in FY 2020 (\$75,000) that weighed both demand, response time and facility age.
 - The number of fire calls per station varies greatly, with Stations 4, 6 and 7 each accounting for less than 8 percent of total 2017 fire calls: by comparison, Station 2 accounted for 23.4 percent of fire calls.
 - This would also result in likely non-personnel savings and reduce potential future capital spending.
 - Closing one of the fire stations could affect the City’s ISO 1 rating. Fewer than 1 percent of all fire departments have earned the ISO 1 rating. While ISO ratings may have an impact on insurance costs for jurisdictions with ratings of 5 or higher, there is little research demonstrating a cost impact between having an ISO 1 rating and an ISO 2 rating.

A-141

Control DFD Costs – Eliminate One Station

- FY 2020 Savings – **(\$75,000)**
- Cumulative Savings through FY 2023 – \$2.4 million

Create a Public Safety Officer Program



- In several U.S. cities, police and fire departments are housed in a single Department of Public Safety. Savings are realized by consolidating certain back office functions of the two departments into one organization – procurement, finance, HR and IT.
- Because of the relative small size of DFD and DPD, opportunities for savings from this type of back office consolidation are limited. The City might, however, consider a full consolidation of the functions of the DPD and DFD – with cross training of police officers and firefighters as public safety officers.
- In Sunnyvale, California, public safety officers have been cross trained since the 1950s. Fire apparatus are staffed with two on an apparatus and then can be supplemented by patrol officers who are trained and equipped on firefighting.

A-142

Create a Public Safety Officer Program



- A 2016 Department of Justice funded study found consolidated departments in more than 130 U.S. communities in 27 states – though none in Virginia. While noting that consolidation is “neither a panacea nor a one-size-fits-all solution,” the study found that “[I]n several communities we studied, consolidation has led to efficiencies and savings,”
- Implementing a Public Safety Officer program in Danville would require considerable study. Rather than trying to re-train existing firefighters and police officers, it might be more feasible to begin recruiting public safety officers in the future. As a result, the proposed initiative contemplates savings based on a reduced number of new hires in FY 2022.

A-143

Create Public Safety Officer Program

- FY 2022 Savings – \$150,000
- Cumulative Savings through FY 2023 – \$300,000

Reduce CSA Local Match Costs



- In FY 2017, the City expended nearly \$1 million in local match funds for services provided under the Children’s Services Act (CSA). CSA provides funding for programs for at-risk youth, including children with severe emotional and/or behavioral problems, including but not limited to students with disabilities in private special education facilities and youth in foster care.
- The cost is driven by decisions to place children with multiple incidents of truancy in foster care rather than providing them with community services. Social Services estimates that the monthly cost of foster care is \$9,000 per child compared to a cost of \$3,000 for community services.
- The proposed initiative is based on a similar initiative by the City of Norfolk. Between 2013 and 2017, the number of children in foster care in Danville increased by 42 percent while declining by 37 percent in Norfolk. In 2017, there were 3.1 foster care placements per 1,000 children in Norfolk compared to 5.5 in Danville.

A-144

Reduce CSA Local Match Costs

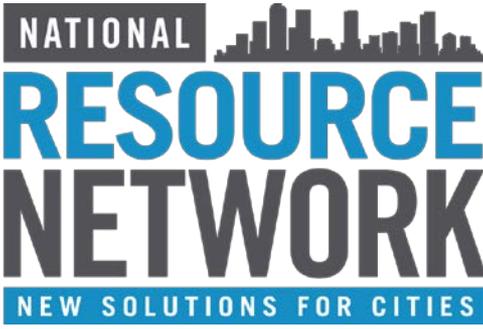


- An estimated 20 children per day are in foster care for truancy related placements. Shifting those children to community services would save the City (based on a 21 percent local match) \$1.4 million over the next five years.

A-145

Reduce Foster Care Placement

- FY 2019 Savings - \$150,000
- Cumulative Savings through FY 2023 - \$1.4 million



Align Compensation and Benefits to Available Revenue

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Aligning Compensation to Revenue

- At its core, the City’s structural deficit is driven by the fact that the growth in employee compensation is outpacing growth in revenue.
- This section of the plan outlines a series of options related to curbing the growth in the cost of compensation and more closely linking growth rates to growth in the City’s ability to pay.
- The City should not adopt all of these recommendations. Instead, it should consider total compensation in determining the best steps to curb growth in personnel costs.
- For example, it may make sense to provide for a form of “gainsharing” where employees benefit from increased salary in return for savings in benefits and other related costs. In the alternative, decisions to keep current benefit levels might be directly tied to limits in salary compensation.

A-147



Implement Citywide Wage Freeze

- Instead of increasing wages at 2 percent annually, the City could freeze wages at FY 2019 levels or cap wage growth at 1 percent for the entirety of the FY 2020 to FY 2023 period.

A-148

Implement Citywide Wage Freeze

- FY 2020 Savings – \$1.2 million
- Cumulative Savings to FY 2023 – \$9.9 million

Cap Citywide Wage Growth at 1%

- FY 2020 Savings – \$800,000
- Cumulative Savings to FY 2023 – \$5.9 million



ERS Employee Contribution

- The City of Danville employees are part of the Employee Retirement System (ERS).
- Since March 1, 1979, employees' contributions have been paid by the City. Contributions for employees hired after September 30, 1991 are considered to be 100 percent City contributions.
- Total contributions to the pension plan for the year ended June 30, 2017 amounted to \$2,857,851, of which \$470,599 was made by the City on behalf of its employees.

A-149

Source: Danville ERS 2017 CAFR, PDF pg. 38



ERS Employee Contribution

- The City should require employees to pay the actuarially determined employee contribution of their pension up to 5 percent.
- Most benchmarks are in the Virginia Retirement System (VRS) which requires a 5 percent employee contribution. Though not in VRS, Roanoke still requires employees to contribute 5 percent of salary.

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City	Retirement System	Employee Contribution
Harrisonburg, VA	VRS	5% of compensation
Manassas, VA	VRS	5% of compensation
Martinsville, VA	VRS	5% of compensation
Lynchburg, VA	VRS	5% of compensation
Pittsylvania Co. VA	VRS	5% of compensation
Richmond, VA	VRS	5% of compensation
Roanoke, VA	ERS	5% of compensation



ERS Employee Contribution

- If Danville employees were required to make a 1 percent contribution in FY 2019, the City would realize \$430,000 in savings.
- A 5 percent employee contribution to pension costs would realize approximately \$2.3 million in annual savings.
- The City should move to a 5 percent employee contribution over the five year plan period starting in FY 2020.
 - The plan recommends phasing-in the employee's contribution by increments of 25 percent starting in FY 2020 until employees are contributing the full 5 percent starting in FY 2023.

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Require 5% Employee Contribution to ERS

- FY 2020 Savings - \$599,000
- Cumulative Savings to FY 2023 - \$5.8 million

Enhanced Vacancy Control



- Vacant positions offer leadership an opportunity to re-evaluate the performance and service level of their division or department.
- The City of Danville maintains 80 vacant positions on average and leverages an informal policy to guide the systematic filling of vacant positions.
 - The policy requires the City Manager to approve a position be filled or created.
 - The Human Resources Department then assists departments with the hiring process and provides a list of applicants to Department leadership.
 - Department leadership are then ultimately responsible for the selection of applicants.
- The FY 2018 approved budget includes a net increase of six new full-time equivalent (FTE) positions from the prior fiscal year.
- The City does not formally track the length of time positions are left vacant and does not have an additional review policy for positions vacant for extended periods of time.

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Enhanced Vacancy Control

- Danville should consider creating a more informed and formalized process for reviewing vacant positions that requires departments to justify the need to fill positions with the HR Director and City Manager. The City should consider the following when determining the need:
 - Will failure to fill the position result in an increase in cost or loss of revenue to the city?
 - If the position is approved to be filled, is there another position in the Department that can be eliminated – either by attrition or layoff?
 - If the position is not approved, explain how the Department will continue to do the work that the current employee performs?
- Adjustments to the City’s policy to fill and add positions may result in savings.
 - Ongoing vacancies with little impact on City service delivery may indicate an opportunity to realize savings for technology improvements or productivity.

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Enhanced Vacancy Control

- The City should also consider instituting a partial hiring freeze during the projected period.

Number of New Positions Added				
	FY 2015	FY 2016	FY 2017	FY 2018
Net Increase in FTE positions	3	2	0	6

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- The hiring freeze would prohibit the hiring or creation of new positions that did not directly align to minimum levels of service delivery.
- The freeze would allow City and department leadership to evaluate the productivity and efficiency of current staffing levels to better inform future positions.

Active Health Benefits



- The City of Danville offers three options for healthcare coverage for active and retired employees.
- In addition to the traditional health and life insurance plan, Danville offers a competitive benefits package for employees to take advantage of at their own expense.
- Danville proactively managed its health care expenditures in recent years:
 - Required retirees on the City’s health plan to pay the full premium cost of selected plans
 - Developed incentives for High Deductible Plans with Health Savings Accounts
 - Created premium differentials for non-smokers and wellness program
 - Plans to open an on-site clinic in FY 2019

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Active Health Benefits

- Health insurance costs are the largest expenditure category in the General Fund budget outside of employee salaries and General Fund transfers.
- The cost of health care premiums have increased from \$7.5 million in FY 2016 to \$9.1 million in FY 2017 (a 20.1 percent increase), and are anticipated to grow to \$10.4 million (4.5 percent annually) by FY 2023.
- To address the growing structural deficit, the City should pursue options to reduce its health care costs:
 - Increase employee contributions for health insurance
 - Provide active employees with stipends to pay for benefits from another source
 - Create spousal carve-out or buy-up policy
 - Conduct regular dependent eligibility audits
 - Establish on-site health and wellness clinics for insured employees and dependents
 - Move to generic prescription drug coverage
 - Create targeted health management programs for City employees

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Offer Health Benefit Buy-out

- A subset of City employees have access to other health benefit options (e.g. through a spouse, partner, or secondary employer).
- Danville could provide a monetary incentive to these employees for waiving City coverage and enrolling in other eligible coverage. This incentive would in-turn limit the City's health care costs and liability
 - New York, NY; Los Angeles, CA and Manchester, NH all offer incentives via a flat dollar amount to employees to opt-out of city coverage
- Danville could see year to year savings by offering \$100 monthly stipends to opt out of City coverage.

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Offer \$100 Monthly Buy-out of City Health Insurance Coverage

- FY 2020 Savings - \$737,000
- Cumulative Savings to FY 2023 - \$3.1 million

Spousal Carve-out or Buy-up Program



- The City of Danville currently subsidizes 45 percent of the cost of health care coverage to the spouse and families of active employees regardless of their access to other plans.
- Danville should consider a spousal carve out to limit or deny coverage to employee spouses with access to another form of health benefits.
 - Shelby County, TN uses a spousal carve out for active and retiree health care.
- The City could also consider a spousal buy-up program that requires employees to cover their spouses at 100 percent of the cost difference between single coverage and their chosen enrollment (employee and spouse or family).

A-158

Mandate Spousal Carve-out or Buy-up

- FY 2020 Savings – \$532,000
- Cumulative Savings to FY 2023– \$2.3 million

Conduct Dependent Eligibility Audit



- The City has 757 spouses and dependents enrolled on the City's health plan. The City verifies the enrollment of dependents upon entering the City's plan and has mechanisms in place to monitor ongoing eligibility
- To continue to manage healthcare cost growth, the City should conduct a benefit audit, which will allow the City to remove non-qualified participants from plans.
- Dependent audits have become an increasingly common practice by large private employers and have become a popular strategy to reduce health care costs for local and state governments as well.
 - In recent years, local governments in Manassas, VA; Richmond, VA; Roanoke, VA; Pittsylvania County, VA; New York, NY; Providence, RI; and Boston, MA have conducted dependent eligibility audits

A-159

Source: Mark Mack, Controlling Health-Care Costs with Dependent Eligibility Audits (Government Financial Review, June 2015)



Conduct Dependent Eligibility Audit

- DEVA audits typically find approximately 8 percent of dependents ineligible.
- Danville could realize savings from reviewing all dependent plans or looking at dependent plans excluding spousal plans.

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Conduct DEVA – All Dependents

- FY 2020 Savings – \$372,000
- Cumulative Savings to FY 2023 – \$1.6 million

Conduct DEVA – Excluding Spousal Only Plans

- FY 2020 Savings – \$286,000
- Cumulative Savings to FY 2023 – \$1.2 million

Source: Mark Mack, Controlling Health-Care Costs with Dependent Eligibility Audits (Government Financial Review, June 2015)

Increase Employee Contribution to Health Premium



- Cities across the country are working to identify resources to address growing costs for health care coverage. According to the 2017 Kaiser survey, nationally, workers contribute **18 percent** of their average annual health insurance premium for individual coverage and **31 percent** of their average annual health insurance premium for family plans.*
- Many cities have moved to a 70 percent employer to 30 percent employee contribution.
 - In Virginia, Petersburg and Roanoke require employees to pay 34 percent of the cost of employee only coverage.
 - Dallas, TX; El Paso, TX; Fort Worth, TX; and Memphis, TN all utilize at least 70-30 percent cost shares

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*Source: 2017 Employer Health Benefits Survey

Increase Employee Contribution to Health Premium



- Danville’s traditional PPO is the highest enrolled plan (530 of 725 employees) over two high deductible plans with health savings accounts.
 - The City’s covers 85 percent of the PPO premium cost for employee only health plans and 45 percent for employee plus dependent plans
- The City should increase the employee contribution to overall health care premiums to 30 percent by FY 2023 to reduce the City’s growing health insurance costs.

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Traditional PPO25 (Wellness)			
	Employee Contribution	City Contribution (% of Premium)	Total Premium
EE Only	\$86.79	\$491.48 (85%)	\$578.63
EE + Spouse	\$640.53	\$944.89 (45%)	\$1,585.42
EE + 1 Child	\$309.56	\$674.10 (45%)	\$983.66
EE + Family	\$723.28	\$1,012.60 (45%)	\$1,735.88

Increase Employee Contribution to Health Premium



City Contributions % of Premium for Highest Enrolled Plan

	EE Only % of Premium	EE + Family % of Premium
Danville, VA	\$491.48 (85%)	\$1,012.60 (45%)
Manassas, VA	N/A	33%
Lynchburg, VA	95%	47%
Petersburg, VA	76%	59%
Pittsylvania Co, VA	97%	33%
Richmond, VA	89%	66%
Roanoke, VA	76%	33%

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Increase Employee Contribution to Health Premium



- The City covers 410 lives on employee only plans. Across the three plans, employees contribute an average of 11 percent of the coverage cost.
- Adjusting the employee contribution to 30 percent for employee only plans would reduce the City's annual health care burden.
 - The plan recommends incremental increases starting in FY 2020 until the employee is contributing the full 30 percent in FY 2023.
 - The City could also realize savings by moving all plans to a 30 percent employee contribution, which would be a reduction in cost-sharing for most employees with family coverage.

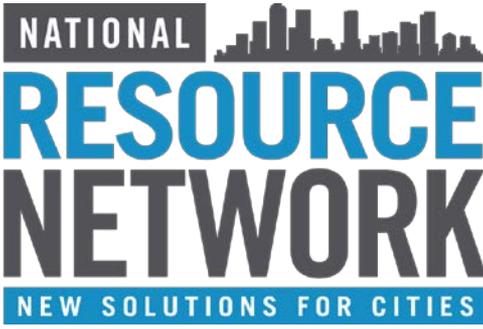
A-164

30/70 Employee Contribution – Employee Only Plans

- FY 2020 Savings – \$173,000
- Cumulative Savings to FY 2023 – \$1.9 million

30/70 Employee Contribution – All Plans

- FY 2020 Savings – \$119,000
- Cumulative Savings to FY 2023 – \$1.3 million



Operational Efficiency Across City Government

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Danville's Practices and Priorities



In addition to analyzing public safety initiatives and workforce policy reforms, the Network team examined staffing and organizational structure across City government to inform specific recommendations about potential efficiencies and reforms according to best practices.

- The Network team:
 - Conducted a comparative analysis of staffing among Danville peers by Auditors of Public Accounts (APA) functional area.
 - APA functional areas do not necessarily align with the way cities organize departments. For example, the “Public Works” functional area as defined by APA is not equivalent to the Danville Public Works Department.
 - Conducted in-person and phone interviews with department heads to identify the feasibility of various initiatives.
 - Identified alternative methods of service provision for those functional areas where Danville is currently an outlier in terms of personnel (and associated costs).

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Previous Study of Efficiency



- In 2011, Danville completed an “Organizational Effectiveness and Efficiency Study” of municipal operations and departments conducted by Municipal & Financial Services Group (MFSG). All departments under the City Manager were included in the study.
- The MFSG Group’s report resulted in hundreds of specific recommendations both large and small. The immediate goal of the study was to help inform the City Manager’s FY 2012 Proposed Budget while also examining potential longer-term reforms.
- The City did implement many of MFSG’s organizational recommendations, such as consolidating the public library and parks and recreation into one department, placing emergency communications under the fire department and creating a Cemetery Enterprise Fund. Certain span-of-control reforms were also adopted, particularly in the City Manager’s office. But some recommendations, including more collaboration across departments and consolidation or elimination of certain services remain unaddressed.

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Staffing Changes



- After the completion of the Organizational Study, the City did reduce full-time positions as a result of various government reforms. Filled non-public safety General Fund positions were reduced from 380 to 365. However, Danville now has more FTEs in these positions than before the study was conducted.
- Positions have been added in “Parks, recreational and cultural”; and “Community Development” functional areas. (The increase of 13 FTEs shown in Public Works from FY 2016 to FY 2017 is a result of APA position regrouping – primarily from Public Safety. Danville’s Public Works Department has reduced its number of FTEs over the past several years.)

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General Fund Full-Time Employee Count FY 2011 – FY 2017							
APA Functional Area	FY11	FY12	FY13	FY14	FY15	FY16	FY17
General government administration	99	95	95	99	96	101	93
Public Works	111	106	105	103	101	101	114
Health, welfare, and social services	101	98	99	99	99	99	100
Parks, recreational, and cultural	51	49	49	49	52	53	57
Community Development	18	17	17	17	17	17	19
Total	380	365	365	367	365	371	383

Danville Compared to Peer Cities



FY 2017 General Fund Full-Time Employee Count, Danville and Peer Cities

APA Functional Area	Danville	Roanoke	Harrisonburg	Manassas	Martinsville
General government administration	93	204	51	60	21
Public Works	114	126	77	53	43
Parks, recreational, and cultural	57	104	72	7	5
Community Development	19	52	17	30	3
Total	283	486	217	150	72

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FY 2017 General Fund Full-Time Employee Count per 1,000 Residents

APA Functional Area	Danville	Roanoke	Harrisonburg	Manassas	Martinsville
General government administration	2.20	2.05	0.98	1.47	1.55
Public Works	2.69	1.27	1.48	1.29	3.17
Parks, recreational, and cultural	1.35	1.05	1.38	0.16	0.37
Community Development	0.45	0.52	0.32	0.72	0.22
Total	6.68	4.89	4.17	0.72	5.31

Danville Compared to Peer Cities



- In three of the four major functional areas, Danville generally has a higher number of FTEs per capita than its peer cities. In two of those areas, there are potential opportunities for efficiencies.

FY 2017 General Fund Full-Time Employee Count per 1,000 Residents			
APA Functional Area	Danville	Average Excluding Danville	Percent Variation
General government administration	2.20	1.51	45%
Public Works	2.69	1.80	49%
Parks, recreational, and cultural	1.35	0.74	82%
Community Development	0.45	0.45	0%
Total	6.68	4.50	6.68

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Danville Compared to Peer Cities



- The data indicates that Danville’s Community Development functional area – which includes Planning, Code Enforcement (Zoning and Building), and Economic Development – is right-sized for its population.
- While Danville does have more general government administration FTEs than its peer group, this is primarily due to the fact that Danville has centralized functions within the General Fund that perform administrative services for non-General Fund functions, such as Utilities and Constitutional Offices.
 - Peer cities may have decentralized administrative functions and/or “charge” those FTEs to non-General Fund sources (such as enterprise funds), which artificially deflates the size of the general government administration function.
- Even accounting for the variance in service provision, the functional areas where Danville has the largest staffing deviation from its peer group are parks, recreational, and cultural and public works.

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Service Provision Reforms



- The team has explored alternative models of service provision – particularly in those areas where Danville’s number of FTEs associated with a discrete function exceeds those of its peers.
- Options include:
 - Managed Competition
 - Shared Services
 - Consolidation
- A-172 • In some cases, it makes sense to consider ending City operations of underutilized services and/or infrastructure entirely.
- As Danville attempts to bring its budget in structural balance, the City should review the City’s direct appropriations to outside entities to appropriately prioritize City expenditures.
- Finally, adjusting the City’s investment strategy to increase returns from the City’s holdings could result in increased revenue without raising taxes or affecting services.

Parks, Recreational, and Cultural



The APA functional area where Danville has the largest staffing deviation from its peer group is parks, recreational, and cultural.

- Danville has approximately 80 percent more FTEs than the comparison group.
- Some of this staffing deviation is due to providing more services, such as the City running its own public library system.
- However, staffing structures within the Parks and Recreation Department could be examined.
 - Seven Division Directors report to the Department Director.
 - Below the Division Directors, there are 17 Managers and Supervisors who report within their Division.
 - The department has 59 budgeted FTEs in FY 2018 (in addition to part-time staff).
 - Therefore, over 40 percent of Department FTEs are in management. Re-organization of the department organizational structure may allow the City to bring the department's staffing in line with the comparator group.

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Danville Parks Conservancy



To maintain the City's current parks system without reforming the department's structure while lessening the cost to the General Fund, alternative funding could be identified. The City could explore the creation of a Danville Parks Conservancy to provide additional support to the City's parks. A Parks Conservancy could:

- Provide a new source of non-tax revenue to fund Parks facilities and programs from individuals and entities that might not otherwise fund projects of a government agency.
- With 501(c)3 tax status, would serve as the recipient of tax-deductible contributions or as a conduit ("pass-through") for payment of expenses for a parks project.
- Provide a formal, proactive approach to directly tap into the passion of individuals who use and care about parks, as well as corporations, other foundations, and grant agencies dedicated to quality of life enhancement.

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Danville Parks Conservancy



Other jurisdictions in Virginia have found that outside parks conservancies can often operate with more flexibility than a government agency. In fact, the launch of a Danville Parks Foundation with its own trustees (and ultimately staff) can help build community support for projects and programs, resulting in a virtuous cycle of increased funding – ultimately allowing for offsetting reductions in General Fund spending.

Successful examples of Park Conservancies in Virginia include:

- Monroe Park Conservancy in the City of Richmond
 - Leases the Park from the City for 30 years (beginning in March 2014)
 - Helps to oversee and finance the renovation, enhancement, and operation of the Park
 - Raised **\$3 million** in private funds to renovate and maintain the Park
- Loudoun Wildlife Conservancy
 - Founded in 1995
 - Raised **\$176,782** from contributions, grants, membership dues, fundraising events, sales, and investment income in 2017.
- Bull Run Mountains Conservancy in Broad Run
 - Founded in 1994
 - Member donations and contributions leveraged over **\$57,000** in matching funds from private foundations in 2017.

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Review Danville's Library System



- Within the parks, recreational, and cultural functional area, Danville spends over \$1 million annually on a public library system. Though the City receives State funding and levies library fines, in a typical year over eighty percent of library funding comes directly from the City's General Fund.
- Aside from Roanoke and Lynchburg, all of Danville's peer cities are served by County or regional library systems.
- Danville operates two library branches: the Main Branch located downtown and the Westover Branch located 7 miles away (13 minute drive) on Danville's west-side.
- Danville's libraries have total circulation of approximately 180,000 per year, but circulation is concentrated at the Main Branch.

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Consider Closure of Westover Branch



- The City should consider consolidating the library system by closing the Westover Branch, which is located in a leased facility.
- The Main Branch offers over 30 programs and activities for children, families, and seniors, while the Westover Branch offers just three programs for children and hosts a Book Club.
- The majority of the City's library amenities are located at the Main Branch: an auditorium, computer lab, genealogy room, "Maker's lab," story time/activity room, and Law Library.
- According to the Director of Parks and Recreation, the majority of the patrons of the Westover Branch are not residents of Danville.
- By consolidating the system at one location, the City could potentially eliminate several of the system's 19 FTE.
- An alternative to branch closure could be exploration of a joint City-County library system as part of a broader discussion of shared services (explored further below).

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Public Works Alternative Models



The APA functional area where Danville has the second largest staffing deviation from its peer group is Public Works.

- Danville created a special revenue fund that separated street maintenance functions supported by VDOT funds from the General Fund in order to reduce reliance on General Fund revenues for street and right of way construction and maintenance
- Danville has already chosen to “outsource” several functions that would otherwise be performed by Public Works staff, including pest control, HVAC, painting, major electrical repairs, and complex lawn care.
- Danville could pursue outsourcing of additional functions such as facility maintenance and custodial services. Beginning in FY 2018, the City of Petersburg outsourced these functions, resulting in a reduction of 12 FTE and cost savings of seven percent.
- Outsourcing decisions can be subject to a “managed competition” process where City staff bids against private service providers to compete on cost.
 - The Government Finance Officers Association considers managed competition a best practice and recommends that governments identify and evaluate service level, cost, efficiency, effectiveness, quality, customer service, and the ability to monitor the service provider’s work.

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Public Works Alternative Models



- A managed competition process allows the City to explore alternative models without committing to a particular course of action. For example, the City recently requested proposals for grounds maintenance functions and found that private providers were not competitive with City staff on cost.
 - Cities like Charlotte, NC and Phoenix, AZ have used managed competition and realized savings. Charlotte conducted approximately 60 competitions from 1994 to 2010 and saved \$10 million dollars in the areas of transportation, neighborhood development, garbage collection and water treatment. Phoenix has leveraged managed competition since 1979 and realize annual savings of \$1.2 million per year.
- For services that are cheaper to provide “in-house,” shared services arrangements across governmental entities should be explored.
 - The Government Finance Officers Association recommends shared services as a best practice: “shared services take advantage of economies of scale by aggregating like services across the organization or between organizations. They also promote best practices by organizing services into ‘shared-service centers’ that are focused on the most efficient/effective performance of that service and that are subject to result-based accountability via formal service-level agreements with customers.”

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Public Works Alternative Models



- The competitive process associated with Managed Competition helps to develop and ensure that maintenance costs remain low. Even in cases where the initial cost for contracting is higher, research indicates that a price differential of less than 10 percent between government in-house costs and private sector contract costs can encourage the process of cost savings.
- Danville staff identified facility maintenance and custodial services as areas that may realize savings through a competitive process. The City provides these services for the majority of public buildings, consisting of building repair, heating and air conditioning, equipment, electrical, and utilities.

A-180



Public Works Alternative Models

- Including the costs of salary, benefits, and operational costs associated with these services, the City could realize a 10 percent savings through the managed competition process.
 - Managed competition for facility maintenance and custodial services across the City could yield nearly \$200,000 in savings.
 - Alternately, the City could chose to subject specific buildings or locations to managed competition. Doing so would allow the City to focus resources for building maintenance and related custodial services in specific City facilities while allowing outside entities to manage other locations. Savings would depend on which buildings are selected for outsourcing.

A-181

Public Works Managed Competition: Buildings Maintenance and Custodial Services

- FY 2020 Savings – \$37,500
- Cumulative Savings to FY 2023 – \$192,200

Shared Services



- Danville has several potential partners for consolidation of services including Pittsylvania County, Danville Public Schools, and other regional agencies.
- Each of these opportunities need to be weighed for potential cost savings and to ensure fairness in funding and service delivery.
- The City recently started discussions with Pittsylvania County to potentially consolidate 911 call center functions. The City should formalize this process more broadly by creating a Shared Services Working Group that would review opportunities across both governments, particularly for public works functions, a City-County library system, or other regional authorities.
- The City of Danville and Danville Public Schools may have duplicative services and opportunities for coordination, consolidation or shared services in the following areas: Building Maintenance and Grounds, Fleet Maintenance, Human Resources, Information Technology, and Libraries. The NRN Schools Team is currently exploring these opportunities in depth.

A-182

End Direct City Operation of Airport



- For those areas where managed competition or shared services are not sufficient to provide affordability for the City, ending a service or the operation of certain infrastructure may be considered.
- Danville’s Airport currently averages only about 60 general aviation operations per day, half “transient” and half local.
- Following a review of Danville Airport’s runway in 2009, the length of the runway was shortened to 5,900 feet. In order to support most business transit, the runway should be between 6,000 and 6,500 feet for corporate jets, so growth potential is limited.
- Effectively, the General Fund is subsidizing the operations of a small portion of the City’s residents who patronize the airport – residents who are likely disproportionately affluent.
- The City should consider operation by a third party or creation of a regional source of funding.

A-183

End Direct City Operation of Airport



- Any sale or significant change in operations must be negotiated with the FAA. Sale to a private entity would likely require the repayment of federal grant funds, and this cost may be prohibitive.
- In lieu of a sale, the City could negotiate a multi-year plan to phase out operations while maintaining nominal City ownership.

A-184

End Direct City Operation

- FY 2019 Savings – \$250,000
- Cumulative Savings to FY 2023 – \$1.25 million



Contributions To Other Entities

- The City of Danville spends \$2.01 million on annual contributions to independent organizations that promote the well being of its citizens.
 - 53% (\$1,069,650) to the health department and health services
 - 42% (\$850,630) to economic development and planning initiatives
 - 5% (\$91,830) to other groups
- While some of the City’s contribution to other entities is required by state law or is a pass through contribution, the City should consider reducing or eliminating non-mandated funds.
- Reducing or eliminating the City’s contribution to independent organizations will free up needed resources to close the City’s growing structural deficit. In the alternative, it would allow the City to manage the use of these funds so that they are more directly tied to meeting the City’s priorities
- An incremental phase out of non-mandated contributions will allow for local organizations to secure outside funding sources and free up critical City dollars for investment.

A-185

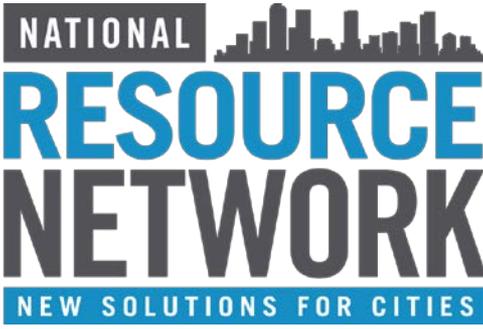


Contributions To Other Entities

- The City should evaluate the mandates and uses of the below contributions and potentially phase-out funding for those not legally required.

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Organization	2017 Contribution	2018 Contribution
Western Virginia EMS Council	\$9,060	\$9,060
Danville-Pittsylvania Community Services	\$329,860	\$361,050
Danville Health Department	\$601,970	\$601,970
Ambulance and Rescue	\$96,750	\$97,570
Metro Planning Organization	\$11,950	\$11,950
The Dan River Business Development Center	\$115,000	\$115,000
The Industrial Development Authority	\$689,390	\$650,000
Downtown Danville Association	\$50,000	\$50,000
The West Piedmont Planning District	\$24,130	\$23,680
Danville Community College	\$10,480	\$10,480
Southern Area Agency on Aging	\$5,460	\$5,460
Danville Area Humane Society	\$10,480	\$10,480
Virginia Cooperative Extension	\$64,750	\$65,410
Totals	\$2,019,280	\$2,012,110



Danville Utilities

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Danville Utilities



- Danville is the only municipality in Virginia to operate electricity, natural gas, water, wastewater and telecommunications utilities.
- While investor-owned utilities set rates to provide return on investment for shareholders, in Danville the City is the shareholder.
- Biennial rate studies are performed to determine revenue requirements and rates for Gas, Electric, Wastewater, and Water utilities.
- Electric, natural gas, water, and wastewater enterprise funds make transfers to the General Fund in amounts meant to mirror what a private utility would pay in taxes. The total of these transfers account for a significant portion of the general fund budget.

A-188

Utility Fund Transfers	FY 2015	FY 2016	FY 2017	FY 2018
Electric	\$9,896,610	\$9,896,610	\$9,896,610	\$10,021,610
Gas	\$2,906,330	\$3,008,330	\$3,008,330	\$3,008,330
Water	\$937,300	\$937,300	\$937,300	\$942,300
Wastewater	\$685,760	\$685,760	\$685,760	\$693,760
Total	\$14,426,000	\$14,528,000	\$14,528,000	\$14,666,000
% of General Fund	14.8%	14.8%	12.6%	13.5%

Danville Utilities



- **Electric**

- Danville’s electric distribution system serves about 42,000 customer locations and covers approximately 500 square miles including the City and portions of three adjacent counties.

- **Water**

- The water utility serves about 18,000 residential and commercial accounts in Danville. It also distributes water through to Caswell County, NC and the Pittsylvania County Service Authority.

- **Wastewater**

- Wastewater utility operates wastewater collection lines, two treatment plants and nine pumping stations.
- Northside plant has the capacity to process 24 million gallons per day but is treating only 7 million due to loss of industrial customers.

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Danville Utilities



- **Gas**

- The gas utility serves about 16,000 accounts.

- **Telecommunications**

- This utility provides e-rate service to Pittsylvania County Schools, but recently lost the Danville Public Schools contract.
- It also maintains and operates a fiber optic network in Danville.
- Danville telecomm is currently connected to 60 government buildings and 50 businesses.

A-190

Review Utility Transfer Funding Formula



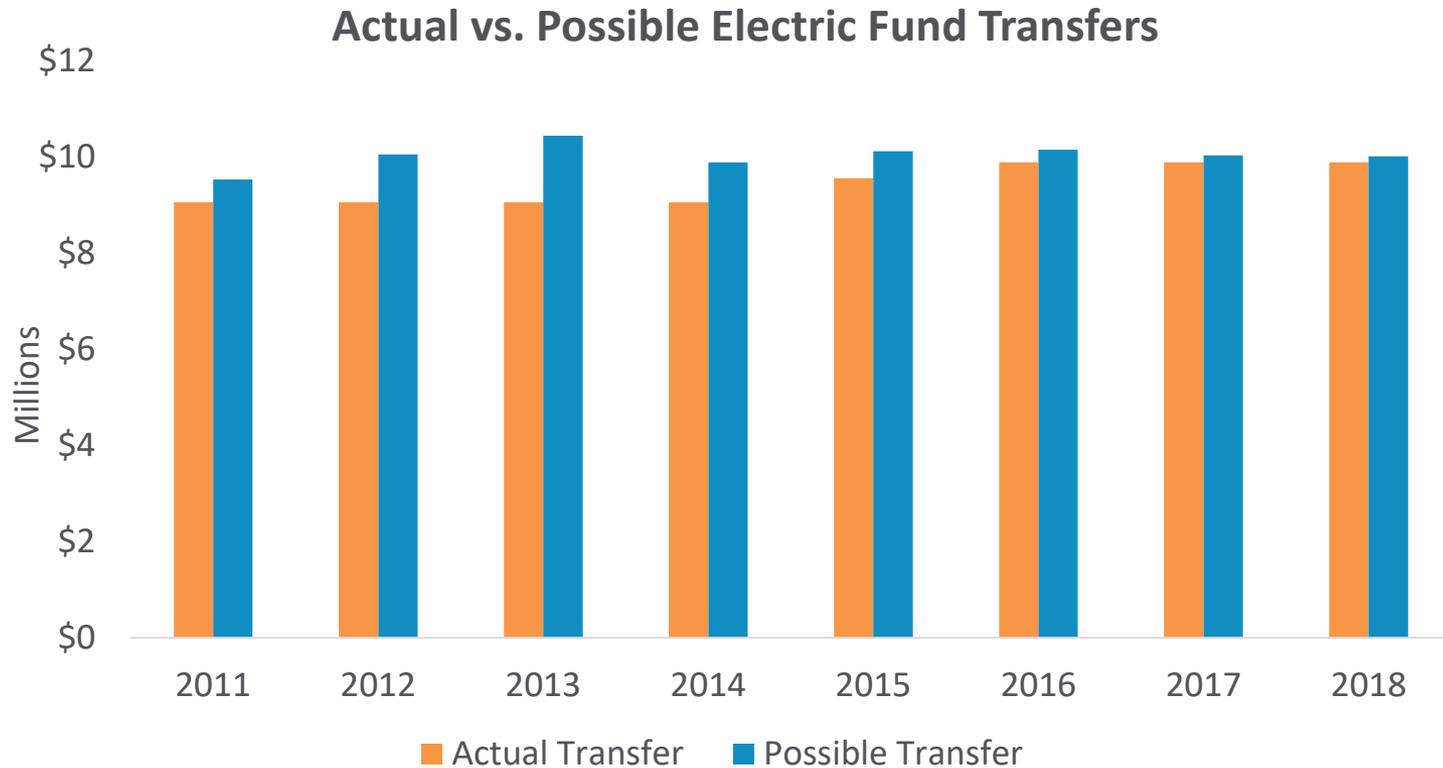
- City financial policies establish that fund transfers should increase by half the average percentage growth in the fund's net fixed assets over the previous five fiscal years.
- Once transfer amounts are set, they are typically fixed for at least a two-year period. Changes are slow to take effect because of the biennial schedule of rate studies and sensitivity around already-high utility rates. This delay does not allow the City to capture annual transfer increases calculated by the formula as they occur.
- Adjusting financial policies to allow the City to establish a multi-year *minimum* rather than a fixed transfer amount would allow the City to maintain reliability in the revenue stream while adding the flexibility to capture potential annual increases in the transfer formula.

A-191

Review Utility Transfer Formula

- The possible contribution amount, as calculated using the increase formula was higher than the actual contribution from the electric fund in every year since FY 2011.

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Reform Utility Transfer Formula

- In FY 2013, the City transferred an additional \$5 million from the Electric Fund for economic development initiatives, but there were no “supplemental” transfers from FY 2018 to FY 2018.

Fiscal Year	Possible Contributions	Actual Contributions	Difference
2014	\$14,528,000	\$13,330,000	\$1,198,000
2015	\$14,857,000	\$14,083,000	\$774,000
2016	\$14,897,000	\$14,528,000	\$369,000
2017	\$14,750,000	\$14,528,000	\$222,000
2018	\$14,717,000	\$14,528,000	\$189,000
Total	\$73,749,000	\$70,997,000	\$2,752,000

A-193

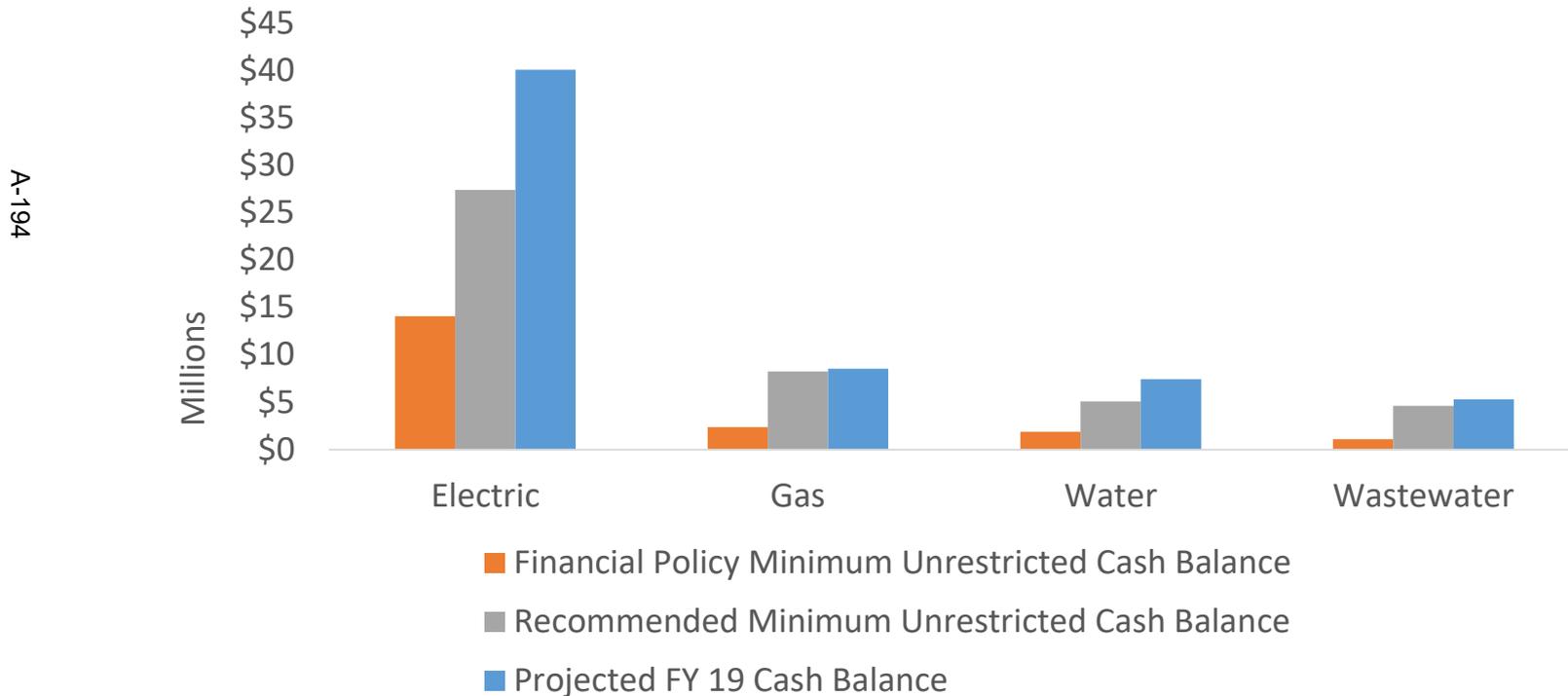
- If the City was able to capture transfer formula increases each year for each utility fund, the General Fund would have received an additional \$2.7 million from FY 2014 to FY 2018.

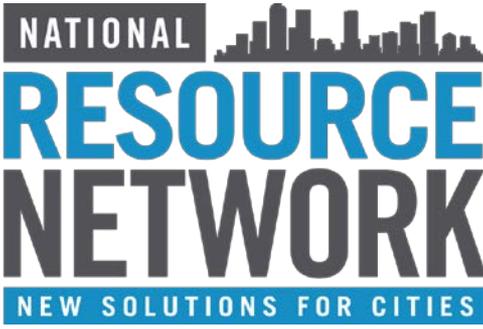
One-time Utility Transfer Adjustment

- FY 2020 Savings - \$2,752,000
- Cumulative Savings to FY 2023 - \$2,752,000

Review Use of Reserves

- Each utility fund is projected to have cash balances above amounts recommended by the biennial rate studies, and well above City financial policy minimums.





Other Opportunities for Increased Revenue

A-195



The Need for Additional Resources



- To address the City's structural deficit in a sustainable way, revenue options must be on the table, as the annual increase in Danville's aggregate revenue collections lags behind inflation.
- The priorities and focus areas identified by City Council will require substantial investment, which are not be possible with Danville's current tax rates and structure.
- Danville residents have experienced tax increases in recent years, with others proposed but not ultimately adopted.
- Some in the community have the perception that they are overtaxed relative to their neighbors. The Network team examined this issue in order to calibrate recommendations with an eye towards maintaining Danville's economic competitiveness.

A-196

Tax Burden for Danville Residents



- Local tax rates and structures are widely diverse: a family that moves from Arlington to Danville would find a significant change in how much they pay in taxes on their home, their car, and their everyday purchases.
- A tax burden analysis can:
 - Determine whether a city’s tax structure is competitive and equitable compared to its peers.
 - Quantify how different municipal tax policies affect residents.
 - Control for outside factors, such as the real estate market and regional wage levels.
- The following tax burden analysis focuses on the most significant and most common taxes that vary across Virginia.
 - State income tax and federal taxes are excluded because Virginia residents’ tax liabilities do not vary by place of residence.
 - Local personal property taxes on airplanes are excluded because it is not reasonable to assume that every family owns an airplane.
 - Local business taxes are excluded because this analysis focuses on residents.

A-197

Methodology: Real Property Tax Burden



Adjustment for different municipal assessment practices

Adjustment for real estate markets differences

Adjustment for differences in prevailing wages & employment opportunities

	[A]	[B]	[A]x[B]	[C]	[D]	[C]/[D]	[A]x[B]x[C]	[A]x[B]x[C] / [D]
	FY18 Statutory Tax Rate	2015 Median Assessment / Sales Ratio	Effective Tax Rate	Median Value of Owner-Occupied Homes	Median Household income	Median Home Value / Household Income Ratio	Property Tax Burden Associated with the Median Home Value	Median Property Tax Paid per \$100 in HH income
Danville	0.80%	98.27%	0.786%	\$90,800	\$33,721	\$2.69	\$713.50	\$2.12
Harrisonburg	0.85%	98.57%	0.838%	\$197,400	\$40,494	\$4.87	\$1,653.91	\$4.08
Manassas	1.44%	96.57%	1.391%	\$293,500	\$74,371	\$3.95	\$4,081.43	\$5.49
Martinsville	1.06%	97.03%	1.031%	\$88,700	\$31,719	\$2.80	\$914.10	\$2.88
Lynchburg	1.11%	96.51%	1.071%	\$149,600	\$40,728	\$3.67	\$1,602.61	\$3.93
Petersburg	1.35%	104.13%	1.406%	\$111,300	\$32,169	\$3.46	\$1,564.61	\$4.86
Pittsylvania County	0.62%	100.64%	0.624%	\$114,400	\$43,087	\$2.66	\$713.82	\$1.66
Roanoke	1.22%	94.98%	1.159%	\$133,000	\$39,201	\$3.39	\$1,541.15	\$3.93
Median	1.11%	97.03%	1.07%	\$133,000	\$40,494	\$3.46	\$1,564.61	\$3.93
Danville vs Median	-0.31%	1.24%	-0.29%	-\$42,200	-\$6,773	-\$0.77	-\$851.10	-\$1.82
Danville vs Median	-38.8%	1.3%	-36.3%	-46.5%	-20.1%	-28.5%	-119.3%	-86.0%
Danville rank	7	4	7	7	6	7	8	7

Source: Weldon Cooper Center, Virginia Local Tax Rates 2017; Virginia Dept of Taxation, May 2017 Virginia Assessment/Sales Ratio Study; 2012-2016 American Community Survey, Tables B25076, B25077, B25078

Methodology: Sales Tax Burden



2017 Mid-Atlantic estimates of the average % of household income allocated to various purchases

x

Census estimates of median household income, by City

x

City + State Statutory Sales & Use Tax Rates

=

Estimated Sales and Use Taxes Paid Annually on a Median Household Income

	Median Household Income	Misc Taxable Purchases	Food for Home Consumption	Meals	Cigarette and Tobacco (a)	Gas	Total Annual Taxable Purchases	Sales tax per \$100 HH income
Danville	\$33,721	\$290	\$58	\$180	\$25.3	\$78	\$630	\$1.87
Harrisonburg	\$40,494	\$348	\$70	\$235	\$56.3	\$93	\$802	\$1.98
Manassas	\$74,371	\$683	\$117	\$377	\$106.7	\$155	\$1,438	\$1.93
Martinsville	\$31,719	\$272	\$54	\$177	\$37.3	\$73	\$614	\$1.94
Lynchburg	\$40,728	\$350	\$70	\$227	\$60.9	\$94	\$801	\$1.97
Petersburg	\$32,169	\$276	\$55	\$172	\$31.0	\$74	\$608	\$1.89
Pittsylvania County	\$43,087	\$342	\$65	\$157	\$30.1	\$102	\$695	\$1.61
Roanoke	\$39,201	\$337	\$67	\$191	\$74.5	\$90	\$759	\$1.94
Median	\$40,494	\$342	\$67	\$191	\$56	\$93	\$759	\$2
Danville vs Median	-\$6,773	-\$52	-\$9	-\$11	-\$31	-\$16	-\$129	\$0
Danville vs Median	-20.1%	-18.0%	-16.3%	-6.0%	-122.1%	-20.1%	-20.5%	-3.5%
Rank	6	6	6	5	8	6	6	7

(a) According to 2016 CDC data, the average pre-tax cost of a pack of 20 cigarettes in Virginia is \$3.792.

(b) According to the U.S. Energy Information Administration, the average gross price of gasoline in the Lower Atlantic Region is \$2.69/gallon as of 5/7/2018

Sources: Virginia Local Tax Rates, 2017, Table 16.; Bureau of Labor Statistics' Consumer Expenditure Survey (CES), 2017; 2012-2016 American Community Survey; Centers for Disease Control and Prevention, Tax Burden on Tobacco Volume 51, 1970-2016.

Methodology: Personal Property Tax Burden



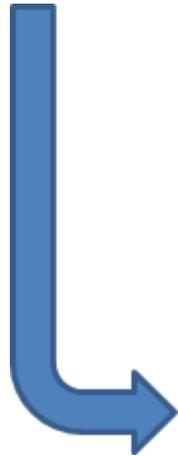
Motor Vehicle Ownership Assumptions

	Household Income: \$25k-\$50k	Household Income: \$50k - \$75k	
Description of Automobile	Sedan, 4 door 4-cylinder, Automatic	Car 1: Sedan, 4 door 4-cylinder, Automatic	Car 2: 4WD Utility, 4 Door 6-cylinder, Automatic
Engine Size (L)	1.8	2.5	3.5
Weight (lbs)	2,851	3,300	4,178
Retail Value	\$12,875	\$17,925	\$15,375

Source: 2016 Tax Rates and Tax Burdens in the District of Columbia: A Nationwide Comparison

Personal Property and License Tax Burden for Cars and Trucks

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	Tangible Personal Property Tax Rate	Adjusted Effective Rate *	Local License Fee if		Tax Burden if	
			<4,000 lbs	>4,000 lbs	Household Income: \$25k-\$50k	Household Income: \$50k - \$75k
Danville	3.50%	2.98%	\$25.00	\$25.00	\$408.03	\$1,040.68
Harrisonburg	3.50%	2.98%	\$40.00	\$40.00	\$423.68	\$1,072.34
Manassas	3.60%	3.06%	\$25.00	\$25.00	\$418.98	\$1,068.98
Martinsville	2.30%	1.77%	\$29.00	\$29.00	\$256.89	\$647.41
Lynchburg	3.80%	3.23%	\$29.50	\$34.50	\$445.36	\$1,139.59
Petersburg	4.40%	3.39%	\$23.00	\$28.00	\$459.46	\$1,179.87
Pittsylvania County	8.75%	2.23%	\$38.75	\$38.75	\$325.86	\$820.09
Richmond	3.70%	3.15%	\$23.00	\$28.00	\$428.56	\$1,099.95
Roanoke	3.45%	2.66%	\$28.00	\$28.00	\$370.48	\$941.78
Median	3.65%	3.02%	\$28.50	\$28.50	\$421.33	\$1,070.66
Danville vs Median	-0.15%	-0.04%	-\$3.50	-\$3.50	-\$13.29	-\$29.98
Danville vs Median	-4.3%	-1.5%	-14.0%	-14.0%	-3.3%	-2.9%
Rank	6	6	6	8	6	6

* [Adjusted effective rate] = [statutory tax rate] x [relationship to retail value] x [assessment ratio]

Source: Virginia Local Tax Rates, 2017, Tables 9.1, 9.3, and 15.1

Findings: Household Tax Burden



Danville residents have a comparatively low local tax burden. A Danville household earning the median household income pays **\$900 less (34.4 percent less)** than the median household tax burden in peer communities, largely due to the City's relatively low property taxes.

A-201

	Real Property Tax	Sales and Excise Tax	Tangible Personal Property Tax	Total State and Local Annual Tax Liability	
				per Household	per Capita
Danville	\$713.50	\$630.40	\$408.03	\$1,751.94	\$771.46
Harrisonburg	\$1,653.91	\$802.01	\$423.68	\$2,879.59	\$921.07
Manassas	\$4,081.43	\$1,438.26	\$1068.98	\$6,588.67	\$1,990.26
Martinsville	\$914.10	\$613.97	\$256.89	\$1,784.96	\$762.27
Lynchburg	\$1,602.61	\$801.36	\$445.36	\$2,849.33	\$1,023.23
Petersburg	\$1,564.61	\$608.24	\$459.46	\$2,632.30	\$1,083.87
Pittsylvania County	\$713.82	\$695.06	\$325.86	\$1,734.75	\$732.00
Roanoke	\$1,541.15	\$759.38	\$370.48	\$2,671.00	\$1,096.11
Median	\$1,552.88	\$727.22	\$415.85	\$2,671.00	\$1,023.23
Danville vs Median	-\$839.37	-\$96.82	-\$7.82	-\$919.07	-\$251.78
Danville vs Median	-54.1%	-13.3%	-1.9%	-34.4%	-24.6%
Danville Rank (out of 8)	8	6	5	7	6

Note: Figures reflect the estimated tax burden for a family earning the median household income for the locality.

Sources: 2012-2016 American Community Survey; Weldon Cooper Center, Virginia Local Tax Rates 2017; Bureau of Labor Statistics, Consumer Expenditure Survey; District of Columbia, 2016 Tax Rates and Tax Burdens: A Nationwide Comparison;



Findings: Household Tax Burden

Danville residents' low tax burdens are largely due to the competitiveness of City's tax structure, not to the region's lower prevailing income levels. A household earning a set income would pay **27.7 percent less** in taxes if they lived in Danville compared to the median of other peer cities.

Tax Burden for a Hypothetical Household living on \$33,721/year *

A-202

	Real Property Tax	Sales and Excise Tax	Tangible Personal Property Tax	Total State and Local Annual Tax Liability	
				per Household	per Capita
Danville	\$713.50	\$630.40	\$408.03	\$1,751.94	\$771.46
Harrisonburg	\$1,377.27	\$653.59	\$423.68	\$2,454.54	\$785.11
Manassas	\$1,850.59	\$638.19	\$418.98	\$2,907.75	\$878.35
Martinsville	\$971.80	\$638.77	\$256.89	\$1,867.45	\$797.50
Lynchburg	\$1,326.89	\$649.30	\$445.36	\$2,421.55	\$869.61
Petersburg	\$1,640.09	\$623.95	\$459.46	\$2,723.50	\$1,121.42
Pittsylvania County	\$558.65	\$532.34	\$325.86	\$1,416.86	\$597.86
Roanoke	\$1,325.71	\$639.26	\$370.48	\$2,335.44	\$958.40
Median	\$1,326.30	\$638.48	\$413.50	\$2,421.55	\$869.61
Danville vs Median	-\$612.80	-\$8.07	-\$5.47	-\$626.56	-\$62.10
Danville vs Median	-46.2%	-1.3%	-1.3%	-27.7%	-11.3%
Danville Rank (out of 8)	7	6	5	7	7

* According to the 2012-2016 American Community Survey, \$33,721 is the mean household income in Danville.

Sources: 2012-2016 American Community Survey; Weldon Cooper Center, Virginia Local Tax Rates 2017; Bureau of Labor Statistics, Consumer Expenditure Survey; District of Columbia, 2016 Tax Rates and Tax Burdens: A Nationwide Comparison;



Real Estate Tax Increase

- From FY 2013 to FY 2017, Danville collected an average of \$15.1 million per year in real estate taxes, typically accounting for about 15 percent of the General Fund budget.
- Assessed value of real estate in Danville has shown little growth in recent years, with a compound annual growth rate of 0.35 percent from FY 2013 to FY 2018.
- In FY 2018, the City increased real estate tax from \$0.73 to \$0.80 per \$100 of assessment, adding \$1.5 million to general fund revenues.
 - This increased rate still leaves Danville with the lowest Real Estate Tax rate among our benchmark group.

A-203

	Real Estate Tax per \$100 of Assessment
Manassas, VA	\$1.44
Petersburg, VA	\$1.35
Roanoke, VA	\$1.22
Lynchburg, VA	\$1.11
Martinsville, VA	\$1.06
Harrisonburg, VA	\$0.85
*Chatham/Pittsylvania County, VA	\$0.87 (\$0.62 County Tax + \$0.25 Local Tax)
Danville, VA	\$0.80



Real Estate Tax Increase

- During the FY 2018 budget process, an increase in the real estate tax from \$0.73 to \$0.88 was proposed, but not passed by Council.
- This increase would have added \$3.3 million to the FY 2018 general fund budget.
- Raising the rate from \$0.80 to \$1.00 in FY 2020 may generate \$4.2 million in additional revenue.
- Raising the rate to \$1.00 would still leave the City below the median rate.

A-204

Raise Tax Rate to \$1.00

- FY 2020 Revenue - \$4.2 million
- Cumulative Revenue to FY 2023 - \$17.0 million

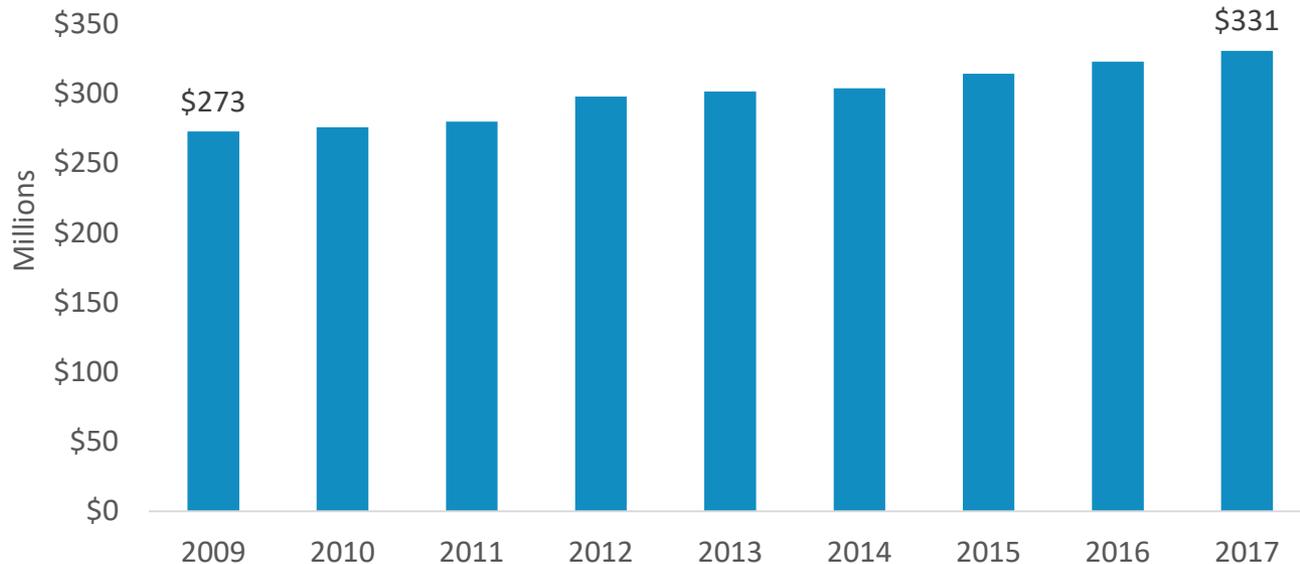


Personal Property Tax Increase

- Danville collected an average of \$8.7 million per year in personal property tax from FY 2013 to FY 2017, typically accounting for about 8.5 percent of the budget.
- Since FY 2009, assessed value of personal property has shown a consistent upward trend.

Assessed Value of Personal Property

A-205





Personal Property Tax Increase

- In FY 2018, the City increased Personal Property Tax from \$3.00 to \$3.50 starting January 1, 2018. This is projected to increase tax revenue by \$750,000 in FY 2018.
 - This new rate places Danville in the middle of our comparison group, but additional rate increases could be phased in.

	Personal Property Tax per \$100 valuation
Pittsylvania County, VA	\$8.75
Petersburg, VA	\$4.90
Lynchburg, VA	\$3.80
Manassas, VA	\$3.60
Danville, VA	\$3.50
Harrisonburg, VA	\$3.50
Roanoke, VA	\$3.45
Martinsville, VA	\$2.30

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Raise Tax Rate by \$.10 Per Year for Four Years

- FY 2020 Revenue - \$321,000
- Cumulative Revenue to FY 2023 - \$3.35 million



Levy a Cigarette Tax

- Virginia has the lowest cigarette tax in the United States (30 cents per pack), but allows local jurisdictions to levy an additional tax.
- The City of Danville levies no tax on cigarettes. The City could dedicate this revenue to school or health programs. In particular, this revenue stream could help to fund teacher salary increases implemented last year.

	Cigarette Tax per Pack	FY 2016 Actual Cigarette Tax Revenue
Petersburg, VA	\$0.90	\$195,360
Manassas, VA	\$0.65	\$810,000
Roanoke, VA	\$0.54	\$2,371,201
Lynchburg, VA	\$0.35	\$900,484
Harrisonburg, VA	\$0.30	\$680,937
Martinsville, VA	\$0.30	\$150,776
Pittsylvania Co, VA	No Tax	No Tax

A-207

Levy \$.30 Per Pack

- FY 2020 Revenue - \$555,000
- Cumulative Revenue to FY 2023 - \$2.1 million



Tax Base Expansion

- Danville may be able to increase revenue by expanding the base of certain taxes to apply to additional property or services.
- It is difficult to project how much these changes may add to tax revenue, but tax base expansion can help the City to collect more revenue without necessarily increasing tax rates.
- Two examples of tax bases that can be expanded include personal property tax and legal document taxes.

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Tax Base Expansion

- Personal Property Tax
 - Unlike the cities in our comparison group, Danville does not apply Personal Property Taxes to:
 - Generating Equipment
 - Research & Development
 - Biotechnology
 - Livestock
 - Farm Equipment
 - Recreational vehicles
 - Horse trailers
 - Special fuel vehicles
 - Electric vehicles

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Tax Base Expansion

- Personal Property Tax

- The following table shows whether comparable jurisdictions levy property tax on certain items

	Generating Equipment	R & D	Bio-technology	Livestock	Farm Equipment	Recreational Vehicles	Horse Trailers	Special Fuel Vehicles	Electric Vehicles
Danville, VA	No	No	No	No	No	No	No	No	No
Harrisonburg, VA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lynchburg, VA	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes
Manassas, VA	Yes	Yes	Yes	No	No	Yes	No	Yes	Yes
Martinsville, VA	Yes	Yes	Yes	No	No	Yes	Yes	No	No
Petersburg, VA	No	No	No	No	No	Yes	No	Yes	Yes
Pittsylvania Co, VA	Yes	Yes	Yes	No	No	Yes	Yes	No	No
Roanoke, VA	Yes	Yes	Yes	No	No	Yes	Yes	No	No
Total	6 of 8	6 of 8	6 of 8	1 of 8	1 of 8	7 of 8	5 of 8	4 of 8	4 of 8

Tax Base Expansion



- Legal Document Taxes

- Danville levies a legal document recordation tax but does not levy a tax on wills and administration.
- State law permits cities and counties to levy a 3.3-cent tax on the probate of every will or grant of administration.
- A majority of comparable jurisdictions choose to levy this tax.

A-211

	Will and Administration Tax Levied
Danville, VA	No
Harrisonburg, VA	No
Lynchburg, VA	Yes
Manassas, VA	No
Martinsville, VA	Yes
Petersburg, VA	Yes
Pittsylvania County, VA	Yes
Roanoke, VA	Yes
Total	5 of 8



Review Investment Policies

- The City typically realizes between \$500,000 and \$1.7 million in income per year from its cash holdings and investment portfolio. It is possible that with a different investment strategy the City could realize additional returns without assuming excessive risk.

Fiscal Year	Investment Income
2008	\$1,626,835
2009	\$1,327,296
2010	\$683,469
2011	\$591,487
2012	\$986,545
2013	\$521,402
2014	\$1,641,092
2015	\$1,020,884
2016	\$1,333,951
2017	\$632,649

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Review Investment Policies



- The City might reconsider their investment policy on permitted investments to ensure it aligns with the Commonwealth's guidelines.
- The City's investment policy appropriately differentiates funds needed for liquidity from funds available for investment; however, the investment strategy is relatively formulaic once the funds are segregated. It is possible that the City could consider longer-term strategies for a portion of the funds marked for investment by using an alternative cash flow scenario.
- The City could consider more aggressive investment performance benchmarks for third-party accountability and to realize higher returns.

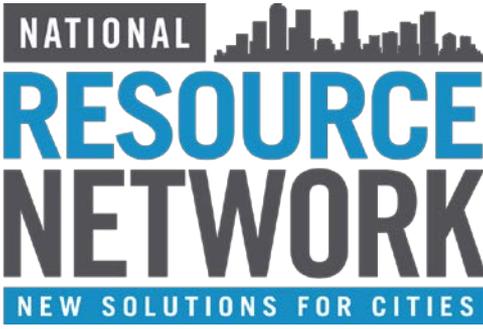
A-213

Review Investment Policies

A-214

Investment	FY 2014	FY 2015	FY 2016	FY 2017	Weighted Average Maturity (FY 2017)
Municipal taxable bonds	\$23,438,225	\$16,131,371	\$12,475,353	\$8,757,393	0.97
Municipal non-taxable bonds	\$2,641,290	\$496,130	\$505,880	\$499,385	1.48
Corporate bonds	\$22,409,315	\$15,542,190	\$13,398,790	\$10,087,510	0.67
Corporate foreign bonds	-	\$2,536,820	\$2,516,255	\$2,000,710	0.41
U.S. Government bonds	\$9,074,420	\$25,345,680	\$25,092,590	\$29,789,840	7.73
Certificates of deposit	\$31,607,229	\$32,107,229	\$52,500,000	\$52,500,000	2.77
LGIP	\$5,060,391	\$5,066,055	\$5,082,418	\$5,120,813	-
SNAP	\$7,722,468	\$4,593,005	\$9,285,492	\$12,036,291	-
Total	\$101,953,338	\$101,818,480	\$120,856,778	\$120,791,942	

- Finally, the City may be able to get better pricing on their investment securities by soliciting multiple bids on each security.



Investing in Danville's Future

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Investing in Danville's Future



- The goal of the Danville Plan is not just to achieve structural balance in the City's budget. The goal is to free resources for new investment in areas of focus identified by the City Council.
- The City Council's focus areas of reducing violent crime, improving education, and growing Danville are all designed to make Danville a more attractive place to live and work.
- By implementing recommendations for cost savings and revenue, the City should be able to begin to fund a Danville Future Fund so that there is a regular source of funding for these priority areas.
- Given its limited resources, the City should be vigilant about weighing the potential benefits and costs of each investment. In particular, the City should consider a formal, structured approach to evaluating re-development projects that may have complicated net impacts to the City's budget.

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Danville Public Schools



- The City Council and Danville leaders have regularly cited the need to improve public education in Danville as the most important investment that can be made to improve quality of life and economic competitiveness.
- The City's FY 2018 budgeted contribution to DPS is \$22.5 million. By comparison, the City budgeted \$9.8 million for the Police Department and \$7.8 million for the Fire Department. This contribution:
 - Accounts for 21 percent of General Fund budgeted expenditures in FY 2018.
 - Is equal to \$3,700 per student.
 - Represents about one-third of the School District's total revenue.
- Danville's required Standard Of Quality (SOQ) contribution is \$9.5 million.
- In FY 2018, the City Council significantly increased City funding to DPS – up by 20% year to year. Still, when compared to benchmark jurisdictions, the City lags in its annual contribution to schools.
 - In order to meet the FY 2018 average per pupil local funding of the comparison group, Danville would need to spend \$24.6 million, or an increase of \$4.2 million over the FY 2019 Adopted Budget amount.

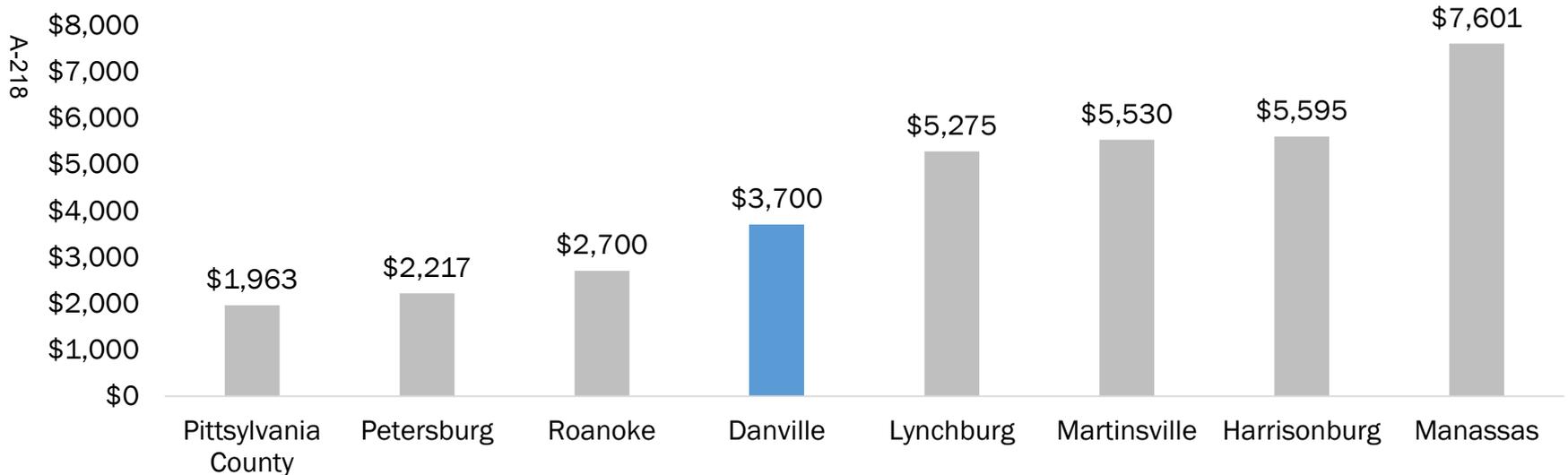
A-217

Danville Public Schools



- In FY 2018, Danville contributed the fifth-highest amount of total and per pupil funding for local schools compared to the benchmark cities and county.

FY 2018 Local School Funding per Pupil



Danville Public Schools



- School officials have also suggested the need for significant new capital investment in DPS schools. The District has 12 school buildings with significant deferred maintenance, and has made initial proposals of \$119 million in new capital investment.
- At the request of DPS and the City, the Network is now also developing a multi-year financial plan for DPS.
- The multi-year financial plan will outline opportunities for savings, areas where DPS and the City can both save funds (shared services) and the need for new operating and capital investment in order to improve the quality of DPS schools consistent with Council's priorities.
- The plan will also likely call for initiatives that improve teacher recruitment and retention, stabilize base funding for IT and maintenance and community partnerships.
- Until the plan is complete, the fiscal impacts of these initiatives and the full need for new investment is not known.

A-219

Comprehensive Crime Reduction Plan



- Funding for the comprehensive crime reduction plan should come from savings resulting from increased efficiency in the DPD and the shift in cost for the City Farm.
- Danville has a significant crime issue.
 - Violent crimes (murder, robbery, abduction, forcible sex and aggravated assault) increased by approximately 24 percent, from 294 in 2015 to 366 in 2016.
 - Of the 72 additional violent crimes, 62 were an increase in aggravated assaults and 10 were an increase in murders. Robbery and abduction decreased by a total of 13 and rape increased by 13.
- Efforts to reduce crime in Danville have largely been focused on enforcement and incarceration. Danville has more officers per capita than any other Virginia city of 40,000 residents or more and a high rate of incarceration. There are very few alternative programs in the community and little in the way of juvenile crime prevention.
- The City has launched a different approach to crime reduction through the implementation of a Comprehensive Gang Model – a set of strategies supported by the Office of Juvenile Justice and Delinquency Prevention and the National Gang Center to prevent and reduce gang violence.

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Comprehensive Crime Reduction Plan



- In addition to the implementation of the Comprehensive Gang Model, the City is well positioned to convene a criminal justice council focused on developing a comprehensive crime reduction plan that addresses prevention, policing, prosecution and punishment.
- Elements of a prevention focus might include: violence prevention, juvenile crime, gang activity, substance abuse, re-entry issues and family violence. To address these issues, the City would need to bring together non-law enforcement organizations with the DPD, the Sheriff, the Commonwealth Attorney and other leaders in law enforcement.
- Non-law enforcement approaches to crime reduction are often more cost effective in achieving crime reduction. For example, WIPPS found that research supported a \$13.91 benefit for every \$1 invested in drug offender sentencing alternatives – nearly two and a half times the ROI as for adding one police officer without targeted deployment.

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Increase Funding for DPD Technology



- In the last five years, Danville has made a series of significant investments in new technology designed to be “force multipliers” – low cost ways to expand police coverage, particularly in high crime areas.
- A 2012 PERF brief identified a series of potential investments in cameras (red light, traffic, speed, crime), shot spotter technology and license plate readers as key investments. In addition, a number of police departments have developed real time crime centers as a way of proactively using technology for intelligence and crime fighting.
- The “force multiplier” aspects of technology investment mean that the DPD can have greater coverage with fewer officers. For example, instead of ten officers patrolling ten beat areas, the use of cameras may mean that only five officers are needed supported by a single officer monitoring 20 camera locations.

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GO Virginia Regional Strategy



- The City should work to continue to align its efforts to create new jobs and economic opportunity with state and regional strategies.
- The Commonwealth has a regional development program focused on growth and opportunity (“GO Virginia”). Danville is a major population center of Region 3 (of nine regions) covering much of southwest Virginia. Last year, Region 3 released its growth and diversification plan focused on the following three areas:
 - **Workforce Talent Development and Recruitment** — Making sure we develop and retain people that have the hard and soft skills our region needs to advance economic opportunity and the growth of higher wages;
 - **Sectoral Development** — Given limited resources, what are the business sectors that have the greatest potential of growing the number of employees, the wage levels and the types of businesses in the region; and,
 - **Cyber Infrastructure** — In the 19th Century it was railroads, in the 20th Century it was roads; going forward it will be areas with internet and broadband that will be more competitive; all of this region must be "connected" with this infrastructure in order to sustain a healthy economy.

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Danville's Capital Plan

- Continued, reliable, and prudent funding for redevelopment and maintaining the City's infrastructure is essential to meeting the Council's goal of job growth.
- The City has a \$144.6 million five-year Capital & Special Projects Plan ("CSP"), of which FY 2019 projects total \$31.4 million. This includes projects for all City departments and other funds (e.g. Utilities).
- Because of the City's structural deficit, current revenues from the General Fund do not cover annual needs. In each of the past two years, the General Fund has contributed between \$5 and \$6 million to the capital plan, but less than half of that amount has come from current revenues. The remainder is being drawn from fund balance, and that practice is not sustainable going forward.
- During the FY 2019 Budget process, additional cuts to capital funding were proposed, including ten percent cuts to the information technology, street improvements, and storm water capital budgets. Other projects were deferred or recommended for reduced funding, such as the Blight Removal Project, which is specifically designed to improve the City's image as a great place to live, work and raise a family.

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Example: Mills

- The City has two main sites of former industrial mills: the White Mill site and the Schoolfield Mill site.
- The 650,000 sq. ft. White Mill (pictured) was built in 1920 and was part of the Dan River Inc. textile company. The mill was bought in 2009 by Gibbs International but development efforts stalled. Now, the City's Industrial Development Authority (IDA) owns the mill and is currently seeking tenants with a focus on mixed-use residential and retail.
- The City, through the IDA, purchased the Schoolfield site for \$5 million and is now marketing it to prospects who would be interested in the robust utility infrastructure that once supported extensive textile manufacturing.



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Example: New DPD Headquarters

- While the CSP includes funding for certain police technology upgrades, it does not include funding for a new police headquarters.
- The Danville Police Department is housed on the bottom floor of Danville City Hall (pictured), which was built in 1926. The building lacks many features of modern police stations. Building a dedicated headquarters could improve efficiency and safety.
- The City continues to evaluate sites for the new headquarters, but there are currently no formal cost estimates for construction.

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- Building a new headquarters would allow the City to choose a location that is proximate to crime hotspots and/or that could spur neighborhood revitalization efforts.

Example: Sports and Recreation

- Earlier this year, the Mayor's Committee on Sports Tourism recommended that the City Council pursue a feasibility study to construct a track for track-and-field events. The goal is to increase sports tourism to Danville.
- The City has been evaluating sites for the track (Langston Focus School), and preliminary cost estimates indicate the facility could cost about \$2 million.
- Averett University completed a \$5.2 million stadium in 2016 (pictured), but the stadium does not include track-and-field infrastructure.

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- The City should continue to explore partnerships with Averett and other local organizations to secure funding. Absent third-party support, a new track or arena should be weighed against the City's other capital needs and/or be formally incorporated into the City's CSP.



Reduce Energy Cost and Create Jobs

- A large portion of Danville's energy costs are outside the City's control. This increases the importance of energy efficiency, particularly due to the age of the City's housing stock and commercial infrastructure.
- The City currently has residential and commercial energy efficiency rebate programs (Home\$ave and Custom\$ave), but the programs combined have only about 250 annual participants with approximately \$125,000 rebated.
- The electric fund has a particularly high cash balance. The fund's FY 2019 projected cash balance is:
 - \$12.6 million above the minimum recommended by the biennial rate study.
 - \$26 million above the minimum recommended by the City's financial policy.
- Reserves could be used to seed an energy efficiency investment fund that would allow Danville residents and businesses to make significant capital investments with reduced up-front costs, with repayments added to utility bills (a structure attractive to potential banking partners).
 - Any use of these funds must be mindful of the electric utilities planned uses of part of fund balance to offset high industrial prices adopt a high load factor rate

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Reduce Energy Cost and Create Jobs

- For example, Danville could potentially pursue the creation of a Property Assessed Clean Energy (“PACE”) program, which makes it possible for owners of commercial, industrial, multifamily, and nonprofit properties to obtain low-cost, long-term financing for energy efficiency, water conservation, and renewable energy projects.
- Businesses and organizations can obtain 100 percent financing for clean energy improvements from a local PACE program. Municipalities and counties work with private-sector lenders to provide this financing for qualified projects, such as solar panel installations, which is paid back through an annual assessment on the organization’s property tax bill. A marketing campaign directed toward landlords and other potential beneficiaries of the program can be used to boost participation.
- The Commonwealth is one of 34 states with PACE-enabling legislation. There is an active commercial PACE program in Arlington County, and a program in development in Loudoun County, but Danville could be the first municipality to launch a PACE program.
- A financial advisor with specialization in environmental finance or energy efficiency programs could recommend a specific program structure and the magnitude of the initial investment, but approximately \$2 million would be consistent with comparable programs for a City of Danville’s size.

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Reduce Energy Cost and Create Jobs



- Any capital investment could ultimately raise property values and property tax collections over time and would also reduce utility bills, freeing up capacity for additional revenue from other sources while holding the overall burden constant.
- Investment in energy efficiency would also yield short-term employment opportunities for local residents. “Green jobs” could be created from the accelerated design, installation, and maintenance of energy efficiency systems and retrofitting of Danville’s residential and commercial stock – and these jobs can often pay a higher wage than comparable construction jobs.
- Other potential alternative uses of utility fund reserves include:
 - Long term rate reductions through reduced reliance on debt
 - Targeted relief for low income ratepayers
 - Economic development investments designed to increase rate base

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What's Next?



- The fiscal challenges facing Danville are significant and serious. Without draconian measures, it is not possible to close the City's \$22.3 million structural deficit in one year. The Plan is designed to be implemented over time.
- The Plan ultimately combines projections of the City's fiscal future and focus area initiatives to articulate a strategic path forward for fiscal and economic growth. The Plan will allow City leadership to make informed decisions to ensure that Danville has sufficient resources to invest in its future.
- While the City needs to first ensure that existing revenue is being spent well and wisely, a responsible path to fiscal sustainability also needs to consider opportunities for increased revenue.
- Finally, the goal of a multi-year financial plan must be more than just a balanced budget. The City must have adequate resources to make necessary investments in infrastructure and continue to support the priorities outlined by the City Council: reducing crime, improving local education, and creating economic opportunity to grow Danville.

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What's Next?



- City Council, in consultation with the City Manager, should build up to a total “target” amount of savings and revenue necessary for the City to meet its goals:
 - Close the City’s structural deficit
 - Bring school spending in line with peer cities and true student need
 - Consistent funding for infrastructure and economic development
 - Other Council priorities over the next five years
- A-232 • The targets should be viewed from both an annual and cumulative perspective.
- City Council and City Manager should then categorize the various initiatives in order to reach the targets:
 - Implement immediately
 - Implement with a delay or over time
 - Requires further study
- Using the budget modeling tool, staff can model the impacts of the chosen initiatives to ensure that the City has the resources necessary to fund its priorities in a sustainable way.